



Consolidated Annual Performance and Evaluation Report

PY 2011 CAPER

October 1, 2011 – September 30, 2012

Neighborhood Resources Division
Community Development Department



CITY OF WICHITA FALLS, TEXAS
Consolidated Annual Performance and Evaluation Report (CAPER)
October 1, 2011 – September 30, 2012

✓ **Executive Summary**

The Program Year (PY) 2011 Consolidated Annual Performance and Evaluation Report (CAPER) is the assessment for the City of Wichita Falls to compare anticipated performance with actual performance in meeting the priorities and objectives of the Consolidated Plan. The 2010-2014 Consolidated Plan identified Wichita Falls housing and non-housing needs for the community. Each year an Annual Action Plan describes the projects and activities to be undertaken to achieve the community needs as identified. The City of Wichita Falls is awarded two entitlement grants from the U. S. Department of Housing & Urban Development (HUD): Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME). Both funding sources are formula-based programs to benefit low and moderate-income neighborhoods, persons, and households within the community. CDBG program funds in the amount of \$448,908.50 unexpended from the previous year were carried over for allocation to activities in PY 2011. The CAPER measures the degree to which actual accomplishments funded under these programs met the proposed accomplishments in the PY 2011 Action Plan and consequently the five-year goals defined in the Consolidated Plan.

The City of Wichita Falls received and allocated the following grant funds during the PY 2011 reporting year:

PY 2011 Funding Source	FUNDING AMOUNT
Community Development Block Grant Funds	\$1,285,144
CDBG Program Income	\$0
HOME Investment Partnership Program Income	\$0
HOME Investment Partnership Program Grant Funds	\$487,069
[Subtotal Entitlement Grants]	[\$1,772,213]
Unexpended CDBG PY2009 Funds Reallocated in PY2011	\$448,908.50
Total Funds All Sources Available for Program Year	\$2,221,215.50

Reporting year summary achievements include:

- The First-Time Homebuyers (FTHB) Program provided 17 applicants with downpayment & closing cost assistance, 15 of whom received acquisition assistance plus funding for limited rehab repairs to the home, and 2 received acquisition assistance only.
- Using HOME Entitlement funds, the City assisted 5 families with a \$14,500 mortgage buy-down for the new homes they purchased built by Habitat for Humanity acting as a qualified CHDO for the City.
- Assistance to Child Care Inc. to provide child care subsidies for 165 children of working low-income families to attend daycare centers.
- Funding for the Senior Citizens Meals on Wheels Program to provide for the cost of home-delivered meals for 443 disabled and elderly persons.



- Assistance to construct a circular drive and additional parking spaces for Early Head Start, greatly improving egress and safety.
- Assisted Christmas in Action with CDBG funds to perform minor repairs to 13 houses of elderly and/or disabled.
- Performed 29 Emergency and 21 Minor CDBG-funded repairs to owner-occupied dwellings, in addition to the 15 Limited Rehab activities for FTHB's.
- Infrastructure improvements: constructed 73 ADA handicapped ramps from street to curb in city neighborhoods.
- Performed handicapped accessibility improvements for 7 homeowners through the Minor/Emergency Repair Program.
- Elimination of slum & blight & hazardous structures: Performed 251 inspections of Code Enforcement violations and demolished 52 uninhabitable, hazardous structures, improving the safety and health of neighborhoods.
- Phase I of the PY 2011 Waterline Replacement Project replaced approximately 4,505 linear feet of failing waterlines on Elwood & Williams Streets and added 5 new fire hydrants in the Eastside residential neighborhood of the city. Phase II of additional waterline replacement for this same area was started in July 2012 but was completed and accomplishments to be reported for the entire project during early PY 2012. Service delivery, system reliability, water quality, and fire protection capacity were improved.

✓ **Assessment of Three to Five Year Goals and Objectives**

There have been no significant changes during PY 2011 in community priorities identified in the five-year Consolidated Plan that necessitated an adjustment to the stated goals and objectives. There have also been no requests from the community itself to consider new or expanded objectives.

The City carried out the projects defined in the PY 2011 Action Plan that addressed the following Priority Needs:

- Housing Needs [Habitat homebuyer mortgage buy-down assistance, First Time Homebuyer acquisition assistance, Minor and Emergency repair programs for owner-occupied single family homes]
- Special Needs - elderly & persons with disabilities. [Meals on Wheels, Christmas in Action repair program, Minor Repair and Concrete Crew programs.]
- Youth Programs [Child Care, Inc., Early Head Start]
- Senior Services [Meals on Wheels]
- Public Facilities [Handicapped ramps to sidewalks, Early Head Start]
- Infrastructure Improvements [waterline replacement]
- Other Community Development Needs [Code demolition of hazardous structures, Code Enforcement activities]

Housing-related needs of the community remained a high priority with the goal of improving and increasing the housing stock by making safe, decent and affordable housing available to low and moderate-income citizens. The City continues to promote and administer emergency and minor repair programs to create decent, safe and sanitary dwellings and improve the ability of low and moderate-income families to remain in their homes. Christmas in Action, a local subrecipient, also contributes to the goal of providing decent housing by organizing volunteer labor to repair homes of the elderly and disabled. Habitat for Humanity continues building new affordable homes with zero-interest mortgages for low income families.



The primary resources available to the City for accomplishing many of these activities were federal government grant programs. Because of large federal budget deficits, impacts on the budget due to a significant increase in total federal debt, and the poor national economy, funding levels for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and the Section 8 Housing Choice Voucher Programs are expected to continue to experience significant reductions compared to previous years, thereby limiting the scope of services provided and creating a hardship in meeting local priority needs as described in the Consolidated Plan because of these funding constraints.

The following describes the accomplishments in attaining goals and objectives for the PY 2011 reporting period, provides performance numbers for the program year, states five-year goals, percentage of the 5-year goal achieved (after two annual reporting periods of PY10 & PY11) and lists total CPD funds dispersed during PY 2011 in attaining the programs' goals and objectives.

- **Housing Needs**
 - A) **Homebuyer Mortgage Buy-Down assistance: PY 2011 Goal 7 / PY 2011 Actual 5. (Five-year goal 35, Actual to Date 13: 37% of goal)** Funds dispersed for the Mortgage buy-down assistance totaled \$72,500. The decreased performance in achieving the one-year goal is a result of an increase in placement of Habitat families into foreclosed properties rather than newly constructed homes.
 - B) **First Time Homebuyer Acquisition Assistance: PY 2011 Goal 15 / PY 2011 Actual 17. (Five-year goal 75, Actual to Date 33: 44% of goal)** Funds dispersed for First Time Homebuyer acquisition assistance, including a limited rehab component, totaled \$146,438.
 - C) **CDBG Minor Repair (Limited Rehab) Program: PY 2011 Goal 15 / PY 2011 Actual 21. (Five-year goal 75, Actual to Date 29: 66.6 % of goal)** Funds dispersed for the CDBG Minor Repair Program totaled \$69,995.25. The increased demand may be a result of lack of household financial resources due to the harsh economy.
 - D) **CDBG Emergency Repair Program: PY 2011 Goal 10 / PY 2011 Actual 29. (Five-year goal 50, Actual to Date 58: 116% of goal)** Funds dispersed for the CDBG Emergency Repair Program totaled \$51,546. Repairs classified as emergency based upon the nature & severity of the problem (imminent threat to health or safety). The increased demand may be a result of lack of household financial resources due to the harsh economy.
- **Special Needs/Senior Services/Handicapped**
 - A) **Meals on Wheels: PY 2011 Goal 550 / PY 2011 Actual 443. (Five-year goal 2,750, Actual to Date 1069: 38.8% of goal)** Funds dispersed for Meals on Wheels totaled \$57,000. Meals on Wheels also addressed the priority need of Senior Services. Reduction in goal performance a result of decreased funding availability.
 - B) **Christmas In Action Repair Program: PY 2011 Goal 20 / PY 2011 Actual 13. (Five-year goal 100, Actual to Date 31: 31% of goal)** Funds dispersed for Christmas in Action totaled \$29,948.45. Reduction in goal performance a result of decreased funding availability. Met need of Senior Services/Handicapped.
 - C) **Concrete Training Crew Program: PY 2011 Goal 30 / PY 2011 Actual 73. (Five-year goal 150, Actual to Date 123: 82% of goal)** Funds dispersed for the Concrete Training Crew Program totaled \$100,000. Met the priority need for improvements in handicapped accessibility and public facilities.
- **Other Community Development Needs**
 - A) **Code Demolition: PY 2011 Goal 35 / PY 2011 Actual 53. (Five-year goal**



175, Actual to date 50.3% of goal) Funds disbursed in meeting the need to eliminate slum & blight totaled \$247,002.71.

B) Code Enforcement: PY 2011 Goal 200 / PY 2011 Actual 251. (Five-year goal 1,000 inspections, Actual to date: 613: 61% of goal) Funds disbursed in conducting code enforcement activities totaled \$19,093.31.

- **Youth Programs**

A) Child Care Inc. PY 2011 Goal 100 PY 2011 / Actual 165. (Five-year goal 500, Actual to Date 355: 71% of goal) Funds dispersed for Child Care Inc. totaled \$135,771.60. Met the need for childcare services. Reduction in goal performance a result of decreased funding availability.

✓ **Affirmatively Further Fair Housing**

Completion of Analysis of Impediments to Fair Housing Choice

A new Analysis of Impediments was completed in 2010 during the development of the 2010-2014 Consolidated Plan process and is used as a guide in the implementation of programs and activities.

✓ **Summary of Impediments**

The updated Analysis of Impediments to Fair Housing Choice identified four major categories of impediments and specific elements within those categories:

1. Real Estate Impediments
 - Affordability of housing
2. Banking, Finance, Insurance, and Related Impediments
 - Impacts of increased foreclosures and the sub-prime mortgage lending crises
 - Low number of loan applications from minorities
 - Predatory lending and other industry practices
3. Socioeconomic Impediments
 - Poverty and low income among minority populations
4. Neighborhood Conditions-Related Impediments
 - Limited Resources to assist lower income, elderly and indigent homeowners to maintain their homes and stability in neighborhoods.

✓ **Actions Taken to Address Impediments to Fair Housing Choice**

The City is committed to providing an equal opportunity for fair and affordable housing for all persons regardless of race, gender or minority status. To address the impediment of affordability, the City administers a downpayment assistance program through the First-Time Homebuyers Program to reduce cost of acquisition for LMI persons. The Limited Rehab component of the FTHB Program addresses affordability for new buyers by replacing electrical and HVAC systems and roofs that are approaching usable life limits, thus enhancing sustainability for the new homeowner. The City also provides a mortgage buy-down for buyers of Habitat for Humanity newly-constructed affordable homes to make monthly payments more affordable. The City continues to evaluate local housing need and whether existing programs could be supplemented or modified to provide additional housing opportunity. With limited resources, only a small percentage of the overall need can be addressed. An additional barrier is the rising cost of materials for repair programs, especially with the anticipated continued reduction of grant funding. The home foreclosure rate is impacted by the challenging economic conditions, with job loss one significant cause. Tightened mortgage loan qualifications have also made it more difficult for low-income persons to buy affordable homes. The Homelessness Prevention and Rapid Re-housing Program ended this year but provided assistance to those in danger of losing their homes to foreclosure, and in providing transitional assistance to those without shelter. To improve the possibilities of



increased minority loan applications, the City has increased publicity about the FTHB Program and the Minor/Emergency Repair Programs by placing brochures in neighborhood centers, community health care centers, in magazine racks adjacent to the bill pay window of the Water Department, through the City Public Information Office, and distributing brochures to working parents through child care centers and to seniors through Meals on Wheels. The City continues to evaluate the amount of assistance being provided to determine whether additional resources would result in increased loan approvals for LMI and minority households. To assist homeowners maintain their homes and live in safe, sanitary and decent dwellings, the City and Christmas in Action administer limited rehab programs. The City assists qualified homeowners that have household income at 80% or below – Christmas in Action limits help to elderly and handicapped. Also, Rolling Plains Management Corporation, a non-profit located in Crowell, Texas, provides to LMI home owners weatherization, minor repair, and HVAC repair/replacement services to a multi-county area that includes Wichita Falls.

At least twice per year, the City's Housing Division continues to place a Fair Housing Rights Notice on the reverse side of the water bills that are sent to over 40,000 households. The City periodically runs a fair housing ad in *the American Classified's Thrifty Nickel*, a free publication distributed throughout the city. Fair Housing posters are displayed in housing-related offices in City Hall and in subrecipient's offices that offer housing services evidencing commitment to fair housing practices. The City has a fair housing ordinance that is substantially equivalent to the federal Fair Housing Act. The City's ordinance disallows the same activities prohibited under the federal act, but includes an additional supplementary protected class – that of age, which demonstrates the City's commitment to enforcing fair housing regulations. Certifications and contract provisions regarding compliance with fair housing requirements are contained in every contract executed between the City of Wichita Falls, private contractors, or property owners involved in housing activities. All literature, brochures and advertisements distributed for programs funded with CDBG & HOME funds include logos and/or statements about fair housing. City staff disseminates information about fair housing laws and grievance procedures and assists with fair housing complaints.

Housing-Related Program Participants by Race

	<u>Christmas in Action</u>	<u>Emergency Repair</u>	<u>First Time Homebuyer</u>	<u>Habitat New Construction</u>	<u>Minor Repair</u>	<u>Total</u>
White	9	16	15	0	14	54
Black	3	13	1	5	7	29
Asian	0	0	0	0	0	0
American Indian- Alaska Native	1	0	1	0	0	2
Native Hawaiian- Pacific Islander	0	0	0	0	0	0

✓ Affordable Housing

Affordable Housing is determined to be a high priority need for the City of Wichita Falls, and efforts and resources are focused toward this goal. A significant barrier to affordable housing remains the financial ability of low-mod income families to provide necessary funding for acquisition or for major or minor homeowner repairs. The City currently administers minor repair programs that meet this need and enable low-mod income homeowners to stay in their homes in a safe and decent environment. Another obstacle the City continues to face is the continued rising cost of materials and labor for rehabilitation projects in the community and the negative impact of that escalation on existing program limits and total funding available. Although the City maintains a contractor base to supply the need for these programs,

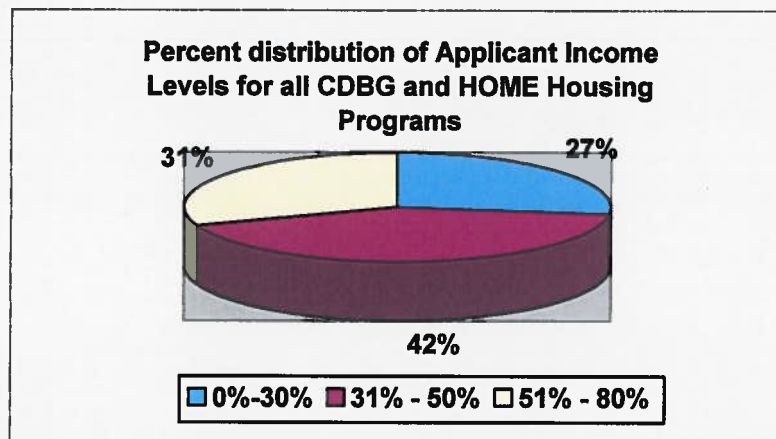


and seeks new qualified contractors, the number of available contractors willing to participate in these programs is somewhat limited, although the downturn in the economy has slightly improved contractor availability. This year, the City made an effort to add contractors that agreed to participate in the repair program bid process, and as a result added 6 new contractors that are available to work, making a total of 18 available in various fields. . The City continues to assist the low-income community by offering the First-Time Home Buyers Program to eligible participants. Although the economy has reduced home buying activity, the FTHB program continues to be successful and meet a real community need, perhaps even more so during the current economic downturn.

Housing Units Assisted or Added By Program and Funding Source

Program	Funding Source	Number Assisted
Christmas in Action	CDBG	13
Emergency Repair Program	CDBG	29
Minor Repair Program	CDBG	21
First Time Home Buyers Acquisition Only	HOME	2
First Time Home Buyers Acquisition w/ Limited Rehab	HOME	15
CHDO New Construction	HOME	5
Total Affordable Housing Units Assisted		85

Income Category	Christmas in Action	Emergency Repair	First Time Homebuyer	Habitat New Construction	Minor Repair	Total
Less than 30%	6	11	1	0	5	23
31% to 50%	6	13	3	3	11	36
51% - 80%	1	5	13	2	5	26
Total	13	29	17	5	21	85



✓ Rental Assistance

[Low and moderate-income people should have decent, safe, sanitary, and affordable rental housing]

Increasing decent and affordable rental housing choices for low and moderate-income households remains a priority. The City provides rental assistance through the Section 8 Program and administers 989 housing choice vouchers, including 13 project-based vouchers at Greenbriar Village Apartments. 519 applicants are on the wait list, equating to approximately a 9-12 period before consideration. Very



low and low-income households are hindered in choice of rental units because limited income restricts their ability to pay market rent. Without some form of assistance, the families are often forced to live in neighborhoods with high concentrations of low-income households and in substandard housing. The Section 8 Program, because of annual inspections and application of federal property standards, helps to maintain a supply of safe, sanitary, decent and affordable rental units. Neighborhood Resources assists the Section 8 program when a need for a lead-paint risk assessment exists, providing equipment and personnel to conduct the assessment, and reduce the risk of lead exposure to occupants. The Neighborhood Resources rehab inspector also performs Section 8 Quality Control Inspections on a regular basis.

✓ **Homeless Needs**

[Homeless persons and families should be able to have shelters, and transitional housing]

The Homeless Count conducted on 1/27/2011 identified in Emergency Shelters: 191 persons in 162 households; in Sheltered Safe Havens: 17 persons in 17 households; and in Unsheltered conditions: 26 persons in 26 households. The next homeless count will take place in January, 2013.

The local Homeward Bound Homeless Coalition, with approximately 17 local member organizations, is recognized by HUD as Continuum of Care Organization #TX624. A staff member from the Neighborhood Resources Division and one from the Housing Division serve on the Coalition. After four attempts to be approved for funding, in March, 2012 the Coalition was awarded a Continuum of Care grant from HUD in the amount of \$704,756, with a corresponding \$72,000 matching grant from a local charitable foundation for the purpose of better meeting our community's need for additional services for the homeless. The Coalition's program strategy will be to replicate the Housing First concept by placing homeless individuals into permanent housing and to enhance housing stability through comprehensive services. Case management will assist families gain a steady source of income through employment and/or public benefits. The program will identify needs and help resolve problems that threaten tenancy, including difficulty interacting with landlords. It will attempt to connect families with community-based services to meet long-term support service needs.

The Coalition will continue to improve committee strength and activity, create a wider distribution of brochures about services for this target population, and continue community awareness and direct services through the annual Hope for the Holidays event. This event brings together 17 service agencies and organizations to provide information about services for the homeless and offer free flu shots, a meal, and warm clothing to families and individuals who are homeless or in danger of becoming homeless. City staff participated in the Homeless Count effort and in the Hope for the Holidays outreach event. In 2009, the City received Homeless Prevention and Rapid Re-Housing (HPRP) funds and worked closely with Nortex Regional Planning Commission staff to oversee the administration of the 3-year program that ended in July of 2012. HPRP funds assisted homeless families and individuals to rapidly obtain and maintain permanent housing and provide assistance to prevent potential homelessness. Local non-profit service providers, primarily Faith Mission, First Step, the Salvation Army, serve the homeless that have a need for temporary shelter.

✓ **Special Needs Housing**

[Accessibility for Handicapped and Disabled Persons – Disabled and Handicapped persons should have the opportunity to live in affordable and 'Barrier Free' housing]



The City's Minor/Emergency Repair Program serves to address accessibility issues for handicapped and disabled persons when the need arises. Christmas in Action also provides handicapped accessibility improvements in their program. These programs help low/very low income disabled or handicapped persons to have more accessible dwellings, a growing need as the population ages. This year CDBG funds provided for seven handicapped accessibility improvements for low-income home owners through the Minor/Emergency Repair Program. .

Although not directly related to but indirectly in support of housing, the CDBG Sidewalk Crew Training Program constructed 73 ADA handicapped curb to sidewalk access ramps in residential neighborhoods this year, allowing more functional wheelchair access to sidewalks adjacent to dwellings.

✓ **Emergency Repair Program, Minor Repair Program, and Christmas In Action**

Housing repair programs funded with CDBG and HOME funds support programs such as the Emergency Repair Program, Minor Repair Program, First-Time Homebuyers Limited Rehab Program and Christmas in Action Repair Program that help low-income families remain in their homes by providing necessary and vital repairs with the goal of providing a safe, sanitary and decent dwelling.

Christmas in Action uses CDBG funds only for repairs that will not disturb painted surfaces – primarily roofs and plumbing repairs. Licensed, bonded contractors perform repairs required by Code, but volunteers perform minor repairs for elderly, disabled and handicapped persons. Volunteers and church groups provide the labor for any other activity. Individuals, businesses, and foundations also provide other materials, supplies, and financial support from private sources.

The Emergency and Minor Repair Programs provide important but limited repairs for lower-income families but do not always bring the unit into compliance with Housing Quality Standards. The programs use licensed and bonded contractors to work on units through the Building Inspection Permit process. The combined 5-year goal for housing repair programs is 225 units, with an annual target of 45 units. The following chart shows PY 2011 activity and totals for all years to date:

Limited Rehab/Minor Repair	Five Year Goal	Per Year	PY 2011	Cumulative Total*	% of 5-yr Goal
CIA & ER & MR (CDGB)	225	45	63	152	67.5%
FTHB (HOME)			15		

Acquisition

[First-Time Homebuyers Program (FTHB) Downpayment/Closing Cost Assistance, Habitat for Humanity (CHDO) Affordable New Construction Program]

✓ **First-Time Home Buyers Program (FTHB)**

The City of Wichita Falls administers a HOME First-Time Homebuyer Program to assist low income persons with cash necessary for down payment and closing costs and to perform limited repairs after closing but before occupancy. This year the number of assisted applicants was steady but continued to be significantly down compared to historical production. The reduction in FTHB's is in part due to the increased minimum credit scores along with a high unemployment number. Staff has frequent contact with banks, realtors and title companies to insure the smooth-running, active support of the program.



The First-Time Homebuyers Program leverages a significant amount of private mortgage dollars made possible by the FTHB Program providing acquisition assistance.

FTHB Program	Five Year Goal	PY 2011	Cumulative	% of 5-yr Goal Complete
Total	75	17	33	44%

The City completed 17 FTHB property closings this year, in spite of economic challenges to the larger economy. Low sales prices helped to fuel activity. Property inspection guidelines distributed to buyers and realtors that describe property condition requirements necessary to meet standards and pass inspection helped to improve available housing quality. Again this year, the City incorporated a limited rehab component into the FTHB program that allowed replacement of major systems revealed during the inspection as faulty, in danger of failing, or having approached the item's expected usable life - usually HVAC systems, roofs, and electrical upgrades. This year, the program has begun to add attic insulation to the types of repairs/improvements performed. 15 of the 17 First-Time Homebuyers used the minor repair component during the program year.

✓ **Habitat for Humanity**

Acting as the City's CHDO Habitat for Humanity built 5 new homes on vacant lots during this reporting period. They have continued to look for lots to acquire for future development in addition to the Fuller Estates development. The City currently provides a \$14,500 entitlement-funded mortgage buy-down to participants applying through Habitat to make the payments more affordable. HOME Program recapture provisions apply to Habitat properties. The 5-year goal for this program is 35 units, and the annual target is 7. Habitat's 5 homes completed this year failed to meet the annual targeted goal. As an effort to improve capacity, Habitat employed 3 full-time summer interns from the WFISD technical training program to work on construction of homes, with plans to hire interns again next year.

5 Yr Goal	Annual Goal	PY 2011	Cumulative	% of 5-yr Goal Completed
35	7	5	13	37%

✓ **Actions to Foster and Maintain Affordable Housing and Eliminate Barriers to Affordable Housing**

The five-year Consolidated Plan did not identify any local public policies that are barriers to affordable housing. Affordability in acquisition and property repair for homeowners was identified as an impediment to the LMI population. To meet the need for acquisition assistance to new home buyers, the FTHB Program provides \$5,500 in down payment & closing cost assistance, and prior to occupancy of the home, provides a limited rehab component, customarily replacing out-dated electrical systems, HVAC components, and roofs to avoid the new buyer suffering a major expense that may threaten their ability to stay in the home. Installation of attic insulation was added to the program this year. The Green Briar Apartment complex, a tax credit project of 76 affordable, multi-family units completed the construction Phase II in early PY2011, with an additional six Section 8 project-based vouchers, bringing the total to 13 vouchers. The City assisted with and completed an environmental assessment for the project. The City publicly promotes the FTHB, Minor & Emergency Repair Programs in the community to reach low-moderate income persons with the availability of the assistance, and encourages realtors, lenders and developers to share information about the program. The City recognizes the challenge for low-income new buyers to qualify for mortgages, and continues to encourage Consumer Credit Counseling Service of Wichita Falls to develop cooperative resources for homebuyer education.



✓ **Efforts to address “worse-case needs,” and the accessibility needs of persons with disabilities.**

Worst case housing needs are defined as low-income renter or persons with severe cost burden, in substandard housing, or involuntarily displaced. To meet the needs of those involuntarily displaced or lacking resources for housing, the Homeless Prevention and Rapid Re-housing Program (HPRP) administered through NORTEX Regional Planning Commission, the Housing Authority of Wichita Falls, Salvation Army, Red Cross, First Step and Faith Mission offer assistance and temporary shelter for persons experiencing such circumstances as abusive family situations, fire burn-outs, foreclosures, evictions or similar circumstances. The HPRP program ended this year but certain of these services are expected to be taken up by the Homeward Bound Homeless Coalition that received funding as a Continuum of Care. The City of Wichita Falls uses CDBG and HOME funds and Christmas in Action uses private donations and CDBG funds to provide minor and emergency repair programs for low income households that assist with the cost of needed repairs to their homes, enabling safe and sanitary conditions, improving substandard housing and preserving the opportunity for LMI persons to remain in their homes. Such repairs include roof replacement, handicapped accessibility, water and gas leaks, electrical service repair and replacement, sewer line repair, water heater replacement, and attic insulation. Persons experiencing severe cost burden in rent amounts are encouraged to seek assistance through the City of Wichita Falls Section 8 Housing Choice Voucher Program or the Housing Authority of Wichita Falls. To limit the rent burden, these organizations supplement rent for LMI persons based upon income, family size and fair market rent standards so that it is in an affordable range. In addition to providing accessibility improvements for existing homeowners through City and Christmas in Action programs, accessible rental units are available through Section 8 and the Housing Authority. And as previously addressed, the City Concrete Crew, and recently TXDOT have converted non-accessible sidewalks to accessible by making curb cuts and installing handicapped ramps throughout the community.

Continuum of Care

✓ **Actions taken to prevent homelessness**

The City's CDBG and HOME grant funds were not used to provide direct support for activities that addressed the homeless needs priorities of the Consolidated Plan, however local agencies administered programs that helped with this need. First Step Inc., a shelter for abused women, provides temporary facilities for homeless individuals and families needing refuge until they can safely re-enter the housing mainstream - the City has provided funds in recent years to replace floor coverings in this shelter. The City also provided funds for parking and accessibility improvements to Patsy's House, a facility that serves abused children and in the coming year will fund lighting improvements and an awning at the front entry that will shelter people awaiting building entry. Faith Mission, a local faith-based organization serving the homeless, completed a \$3.2 million project to construct Faith Refuge, a new 24,000 sq. ft. facility in the southeast area of the community that will house homeless women and children in need of temporary shelter. This is in addition to their downtown facility.

The City's \$583,425 ARRA federal grant, Homeless Prevention and Rapid Re-Housing Program, administered by Nortex Regional Planning Commission, provided financial assistance and services to persons and families in danger of becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. During the 3-year period of the grant that ended this year, the program served a cumulative total of 735 persons in 250 households.

The Wichita Falls Public Housing Authority serves to mitigate potential homeless circumstances by providing low-cost subsidized rental housing. It currently has 3% vacancy rate in a total of 624 units. The current waiting period for the Public Housing Authority ranges from 1 month to 6 months



depending upon bedroom size, and the City's Section 8 program, with 519 on the wait list (up from 450 the previous year), is approximately 9 to 12 months. For those families who would not be able to meet the above criteria, Faith Mission, The Salvation Army, and First Step also provide shelter and assistance on a temporary basis for homeless persons and families. The Homeward Bound Homeless Coalition has continued to serve as a umbrella to develop and improve coordination efforts between the local member agencies that provide assistance to homeless and marginally housed. The coalition conducts an annual event called "Hope for the Holidays" which brings all of these agencies together under one roof to offer assistance and information to homeless individuals and families. City staff participated in the event and provided information and resources regarding HIV, subsidized housing availability, help with obtaining birth certificates, and flu shots. Food and new cold weather clothing items were distributed, free long-distance phone calls to families were offered, and bus passes provided. Approximately 230 homeless/low-income persons registered for this event.

✓ **Actions taken to address the emergency shelter and transitional housing need of homeless individuals and families.** Meeting the needs of the homeless continues to be a priority stated in the Consolidated Plan, but few local or federal dollars are available to provide additional homeless services, and the City does not receive formula ESG funds because of the limited appropriations available to meet needs. Local non-profits, specifically Faith Mission, Salvation Army and First Step, fill the gap to provide temporary shelter needs to homeless persons and families within their facilities. As discussed earlier in the preceding section, Faith Mission built a new residential facility for homeless women and children in need of shelter that will provide a valuable addition to meet the demand of the increasing numbers of this group.

✓ **Federal resources obtained during the year from Continuum of Care Super NOFA.** The City of Wichita Falls itself did not receive any Federal resources obtained during the year from the Continuum of Care Super NOFA, but the Homeward Bound Homeless Coalition, serving several area counties, was awarded competitive funding in the amount of \$704,756 for permanent housing and homeless services and in addition, received a local matching private grant from the Priddy Foundation of approximately \$72,000.

Other Actions

✓ **Actions to address obstacles to meeting under-served needs.** Obstacles to meeting under-served needs in our community include limited available local programs to meet needs such as housing acquisition, housing repair, rental housing, homeless services, nutrition, child care, and health care needs for low-moderate income persons and families. Another increasingly serious obstacle is lack of adequate funding to meet needs. A challenge also exists in providing information about services to the growing number of non-English speaking persons within the city. The City and local agencies attempt to inform the community of services and programs through dissemination of literature and brochures, aggressive promotion of programs through the local media, and provision of language translation services for those in need. The 211 Telephone Resource Service, a local private/public partnership initiated by the United Way, provides referral information to callers about a broad array of local services to meet health care, food, clothing, housing, elderly, education, transportation, employment, legal aid, and many other needs of persons in our community. Agencies and organizations pro-actively seek additional local, state and national funding sources to meet the needs, and Wichita Falls is fortunate to have several private foundations that are sensitive to community needs of the underserved and provide financial support to many local agencies to carry out their programs.

✓ Actions to overcome gaps in institutional structures and enhance coordination

- To meet the need to disseminate information about community resources and facilitate coordination between agencies, the City promotes the 211 Resource Service that provides information about a broad array of community-based services and resources to local citizens in who have questions or needs.
- The City is an active participant and assists in the development of the Homeward Bound Homeless Coalition, consisting of local agencies collaborating and strategizing to meet the needs of the homeless and low-income persons of our community.
- City staff provided technical assistance to various non-profit agencies making inquiries or submitting applications for CDBG funding. On a continuing basis, the City provides technical assistance and resource information to non-profit groups, such as Christmas in Action, Habitat for Humanity, Senior Citizens Center of North Texas, Patsy's House, Early Head Start, First Step, and Child Care Inc.
- The City works closely with Adult Protective Services whose staff is attentive to housing-related needs that can be addressed by the City's housing repair programs. Many referrals to the Emergency and Minor Repair Programs come from this contact.
- Information related to new programs, notices of funding sources, or training opportunities is shared with local agencies that might find the information useful in their program operation.
- The City cooperates with Vernon College to help advertise lead-based paint certification classes with local contractors when offered by the college.
- The City has met with Consumer Credit Counseling bureau, a HUD-approved homebuyer counseling provider, to explore ways to collaborate with them to encourage first-time buyers to seek information about the home buying process and the responsibilities that accompany the purchase.
- The City regularly discusses the resources and programs available through our division with realtors and lenders.
- The City sent invitations to local interested parties and hosted a meeting conducted by the EPA's Brownfield's Assessment Program that provided information about the EPA program to local developers, environmental engineers, county government administrators, realtors, and City officials.

✓ Actions to improve public housing and resident initiatives

The Housing Authority of Wichita Falls (HA) operates a total of 624 rental units in three complexes that serve low income households. During PY 2010, the HA renovated approximately 220 units by adding central heat and air conditioning to the two-bedroom, two-story apartment units that previously had none, and replacing all single-pane windows in all buildings with triple-pane, energy-efficient windows, weather-stripping outside doors, and installing low-flow shower heads and toilets in all of their apartments. During PY 2011, the HA continued energy-efficient measures by installing energy-star water heaters, stoves and refrigerators. The HA installed LED lighting and security cameras around the most problem-prone units.

The HA offers a computer lab with 22 stations for residents and the Eastside community to use for on-line GED classes, financial education classes, and for job searching. Classes remain full. In partnership with Region 9 Education Service Center, the HA offers GED classes and parenting classes that involve both parents and their children. English as Second Language classes were added this year. In each of the HA's three complexes, a Resident Council functions and meets once a month to plan and promote activities and events that involves resident families in activities that serve to promote a sense of community. The Resident Council also functions as a liaison between the residents and the HA administration to hear and address concerns or other issues. A bi-monthly newsletter is sent to residents sharing information about services, policies, and events. The Boys and Girls Club of Wichita Falls partners with the HA and provides on-site organized athletic activities for children that also serve to



teach leadership skills. Child Care, Inc. provides on-site child care at their East Wichita location that enables working families to maintain employment. A Family Self Sufficiency (FSS) coordinator and a Resident Opportunity Self Sufficiency (ROSS) coordinator work to improve economic opportunities for residents. 25 persons (up from 12 persons the first year) are enrolled in the FSS Program, which is partnering with United Way, and 100 persons (up from 20 the previous year) are participating in the ROSS program.

✓ **Actions to evaluate and reduce lead based paint hazards**

The City currently has one Housing/Rehab inspector who is trained and certified as a Lead Paint Risk Assessor and who conducts Risk Assessments as required. As demand warrants, Vernon Regional College conducts lead base paint training sessions for contractors and workers, and the City promotes the training to local contractors. All City and subrecipient applicants for housing-related programs receive an explanation about the hazards of lead-based paint and are provided the "Renovate Right" lead-based paint hazards notification pamphlet. This notification advises persons of the hazards of lead-based paint which may be present in pre-1978 homes and provides instruction on how to safely deal with lead-based paint. The City assumes lead exists in pre-1978 housing. When conditions dictate, the city tests houses for lead based paint as required by regulation and follows proscribed federal procedures and mandates. The City takes an extra measure of notifying any families with children under the age of six years to take advantage of lead screening that is available from the City/County Health Unit. In the event an at-risk child comes to the attention of the City/County Health Department that has elevated levels of lead in his blood, the Neighborhood Resources inspector will conduct a risk assessment of the child's environment so that the Health Department can evaluate the child's situation and pursue a recommendation for treatment. One lead hazard investigation was conducted by Neighborhood Resources staff at the request of the City's Health Department during PY 2011.

✓ **Actions to ensure compliance with program and comprehensive planning requirements**

The City of Wichita Falls follows the monitoring actions as outlined in the Consolidated Plan. The staff of Neighborhood Resources Division regularly monitors programs, processes, and projects to verify compliance with federal statutory and regulatory requirements. Prior to start of the program year and during the training session for funded subrecipients, organizations are provided a copy of the Subrecipient Handbook, *Playing by the Rules*, to use as a guide and reference for program administration. Neighborhood Resources emphasizes its role as a readily-available resource of technical support for any issue that may arise in the administration and expenditure of grant funds provided to the subrecipient.

Staff conducts desk reviews regularly, particularly when invoices are submitted for payment. Data and financial reports are reviewed and evaluated and subrecipients are contacted to provide answers for any questions arising from the data presented. Sub-recipients receiving CDBG funds are monitored on-site annually and staff is in contact with them by phone and in person on a regular basis throughout the year to monitor any problem areas and train staff in program compliance. The division is developing a monitoring priority policy that will identify subrecipients in greatest need of on-site monitoring and those whose performance record, size of grant funding, and staff stability might be site monitored less frequently. Monitoring actions address the following areas: management training and operations of the agency, records, compliance with contract requirements, recipients and eligibility, financial records, and audits. HUD comments arising from reviews of Action Plans and CAPERs are used as a basis to compare reporting data provided with that needed for compliance. Sub-recipients are required to submit timely reports of clients served, and these reports are regularly checked and verified for correct information.



Neighborhood Resources and the City's Accounting Department monitors financial compliance and proper documentation of requests for payment. The City's Purchasing Department reviews invoice/contractor bid forms that the division submits to insure the bidding process for certain projects complies with local, state and federal contracting requirements.

For housing programs, the Housing Rehabilitation Inspector conducts a thorough inspection of all Minor/Emergency repair and First Time Homebuyer projects and documents compliance with property standards and contractor work quality with written reports. At least two staff persons in Neighborhood Resources and at least two staff people in Accounting check all paperwork for payments for correct separation of duties and to catch any errors in calculations.

Environmental compliance is structured and monitored through the required Environmental Review Record for each activity or program undertaken, site-specific checklists, coordination with HUD environmental officers for any questions arising, and review of ERR documents by at least two staff members. Required site-specific environmental records kept by subrecipients are reviewed during monitoring, and Neighborhood Resources takes a pro-active position during the year to make certain proper protocols are followed to ensure compliance.

Neighborhood Resources insures that Davis-Bacon requirements are followed by contractors involved in CDBG and HOME-funded construction projects by requiring them to attend a pre-construction conference to review wage scales, wage reporting responsibilities, worker notification, and compliance with Section 3, EEO, Civil Rights Act, Copeland Act anti kick-back provisions, non-discrimination clauses, and other provisions of the Fair Labor Standards Act. Staff conducts on-site worker interviews, completes required forms, and compares responses to weekly payroll reports that are turned in. Neighborhood Resources takes action against any employer found to be in non-compliance to insure proper pay scales are being adhered to.

Division programs under HOME and CDBG are designed to minimize conditions that would require the Uniform Relocation Act of 1974 to apply through unintended actions that cause displacement, and file checklists insure that requirements are met to avoid any displacement. No persons have been displaced during the program year.

The City notifies subrecipients of any appropriate HUD training opportunities that may apply to their responsibilities. Division staff attend HUD-sponsored environmental and CDBG and HOME training opportunities whenever possible to improve knowledge, practices, and program compliance.

✓ **Actions to reduce the number of persons living below poverty level**

The Texas Workforce Solutions office provides employment assistance to those seeking jobs or to those seeking an improvement in their current employment status, and the Homeless Prevention and Rapid Re-housing Program sent referrals to them, especially if a case manager was needed to assist them in obtaining employment. The Christian Women's Job Corps works with women and men with drug problems to help facilitate a transition to the labor market, offering employment skills and inviting employers in to address the clients about expectations. Faith Mission operates a transitional program for women to assist with résumé writing and other needed job-seeking skills.

Work Services Corporation, a significant handicapped employer of 700 people, 550 of whom are disabled, provides training classes and employment for disabled individuals to develop work skills in



their contracts with Sheppard Air Force Base to provide food service operations, post office distribution services, and for the corporation's own paperclip manufacturing operation that supplies paperclips to the entire Federal government. Over 100 people were placed this year in jobs with local employers.

Also, the City sidewalk training crew continued to be an important resource to assist under or non-employed persons to acquire concrete skills and experience to help obtain decent employment. A total of nine personnel were enrolled through the year, four have now retained permanent positions with the City, two resigned, and three still remain as trainees. The program also assists trainees to obtain their Commercial Driver's License to improve their employability.

American Recovery and Reinvestment Act funds for the CDBG Program were used to replace defective waterlines in the Eastside area of the City, and thus helped to retain jobs for the project. In addition, the requirement to "buy American" improved job retention of those suppliers providing materials for the project.

The Wichita Falls Housing Authority has employed two persons to oversee programs for residents to assist in getting high school degrees, better-paying jobs and reduce dependence on public assistance.

✓ **Leveraging Resources**

The State of Texas and USDA help fund the Meals on Wheels program with CDBG funding matching state and Department of Agriculture funds. The Wichita Falls City/County Health Department receives funds from the Department of State Health Services for various specialized clinics, and from the USDA's Women's Infants and Children's (WIC) program. Child Care Inc. day care center receives free rent, utilities, and maintenance services from the City of Wichita Falls for their space at MLK Center. Sliding scale payments, based on income, from the parents of the children are also part of the program. CDBG funds continue to be the local match for Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 administered by the Texas Workforce Commission. The City leases the Red Door Senior Center to Senior Citizens Services of North Texas for \$1.00 per year. Several non-profit subrecipients have obtained substantial funding from local private foundations and private community donations for operations and/or building improvements leveraged by CDBG funding for a portion of their projects, including Christmas in Action, Senior Citizens, and Early Head Start.

✓ **Additional Funding Sources**

The City has not been eligible to receive federal Emergency Shelter Grant program (ESG) funds. The City did not receive any pass through federal funds from the State of Texas Emergency Shelter Grant program (ESG) funds. The Wichita Falls/Wichita County Public Health District receives state pass-through funding from the federal government through Tarrant County for Housing Opportunities for Persons with Aids (HOPWA). The Housing Division operates the housing portion of this program for the Health Unit. The City/County Health Unit also services the Women's Infants and Children (WIC), Ryan White AIDS/HIV, and Title V funding for Women and Children Services.

✓ **Self Evaluation**

The City of Wichita Falls concludes that the CDBG and HOME grants were effectively used to meet the needs of the low and moderate-income families, although continuing reductions in federal grant authorizations are limiting the amount of assistance provided to meet the needs of low income citizens and are beginning to impact previously-structured local administrative cost allocations. The City will review these areas in the upcoming budget year to explore alternative methods of program delivery costs and to determine appropriate program funding levels.



Local needs were met through housing programs, handicapped accessibility improvements, public facilities improvements, reduction of community hazards, slum, and blight, and more indirectly through CDBG funding support of non-profit agency programs and activities directed to targeted populations benefiting LMI elderly, homeowners, and handicapped. Considering the overall economic downturn and reduced funding availability, program accomplishments were acceptable, although some programs such as the FTHB Program continued to experience less activity compared to previous years. CDBG and HOME support of important community services directed to the LMI population becomes increasingly important in light of financial demands placed on programs by economic and funding hardships. Habitat for Humanity, acting as the City's CHDO, constructed 5 new units that added to the affordable housing stock, and experienced foreclosures and placement of qualified applicants in these homes. The HOME-funded FTHB Program helped 17 families and individuals purchase homes, which exceeded the one year goal by 9%. A limited rehab component of the FTHB Program helped 15 families avoid a potential major expense of replacing roofs, electrical systems, and HVAC units that had reached the period of expected usable life for the affordable properties purchased, and attic insulation improved energy efficiency, reducing utility bills for those new home owners. In light of the economic and housing downturn, the number of FTHB assisted represented a respectable performance for our community.

Because the City successfully completed a Phase I and Phase II environmental site assessment of a former dry cleaning establishment at 1507 11th Street through the EPA Targeted Brownfields Program, the City hosted an EPA-led informational meeting for community housing and development leaders to make others aware of this valuable resource that enhances development of sites with questionable environmental issues.

The City continues to provide funding for Child Care Inc., an agency that provides reduced childcare costs to lower-income working families, enabling them to retain employment and reduce the need for public assistance. Senior Citizens of North Texas' Meals on Wheels Program provides a much-needed daily hot meal to assist nutritional requirements of homebound and other elderly and disabled persons. Christmas in Action continued to be an important partner to meet the home-repair needs of elderly and handicapped homeowners. The City provided assistance to the Early Head Start facility to construct a circular drive adjacent to the entrance that greatly improved the safety for families dropping off children. Accessibility within the city was improved through installation of 73 additional handicapped ramps from street to sidewalk in local neighborhoods, and for seven individual handicapped homeowners who received ADA compliant toilets, showers, sinks, and grab bars through the Minor/Emergency Repair Program.

The City will continue to initiate the policy of recapturing funds that are unexpended at the end of the fiscal year and reallocating those funds to projects that meet local priority needs. The City had a satisfactory spend down rate during the program year, and we anticipate that future years will continue on the same level, with the exception of the HOME Program. Because the number of first time homebuyers seeking assistance has dramatically fallen off, the commitment rate on HOME funds has also diminished. The City is exploring new programs to utilize HOME funding that will meet local needs, although the reduction in the number of program staff limits the scope, type and number of programs undertaken and raises the concern of capacity to properly administer new responsibilities. In light of budget reductions, administration of CDBG and HOME programs, processes and policies are continuously being subjected to self-evaluation and review to make improvements in efficiency, production, and compliance a priority. Although local City taxpayer-funded budgets are very strained, and federal spending reductions are likely, it is important to provide adequate staffing to meet



documentation and performance demands required by federally-funded programs. In this context, efforts are underway to cross train other staff within Code Enforcement and within the Neighborhood Resources Division in environmental and IDIS responsibilities.

✓ **Citizen Comments**

The City advertised the availability of the CAPER on December 12, 2012 and requested public comment. The report was made available for public review and comment for a 16 day period beginning December 12 and ending at 5 PM on December 27, 2012. No comments or inquiries were received during the comment period.

In addition, throughout the year citizens have an ongoing opportunity to ask questions and provide comments regarding all aspects of program implementation and administration through a dedicated, publicly-available, internet-based system called COMCATE that tracks inquiries and provides a system of accountability in which standards require response within 24 hours to citizen inquiries. Neighborhood Resources Division responded to several inquiries through the COMCATE system through the year, all of which were related to basic informational questions about services and programs available through the FTHB and Minor Repair Programs administered by the division.

The Mayor, Councilors, City Manager, and Department/Division administrators throughout the year conduct Town Hall meetings in each Council District within the city, allowing citizens to voice questions, complaints, and have questions and concerns answered. Citizens are informed about City services and the types and amounts of City and federal expenditures that provided a variety of programs and improvements to their neighborhoods.

The City followed its Citizen Participation Plan in all program decision, planning, and funding issues that required citizen input. During the consideration and adoption of the Action Plan, Council met with applicants to receive input from the community on proposed activities, and public hearings were held at Council meetings that allowed citizens to ask questions and express views on local needs, priorities, and program allocations. The new Executive Director of Christmas in Action appeared before the City Council at this public hearing to explain the organization's services provided to the elderly and handicapped homeowners of the community and express gratitude for the CDBG support making this program possible.

✓ **CDBG Narratives**

Activities under the CDBG entitlement grant are focused on providing decent housing, a suitable living environment and the expansion of economic opportunities principally to benefit the low mod income population. These activities include public services (capped at 15%) for subsidized child care and meals for elderly and disabled, improvements for facilities serving education needs for low-income children and, emergency and minor repair programs to sustain decent housing. Funding is also used to improve conditions in neighborhoods, enhance handicapped accessibility, repair and replace water and sewer lines, remove hazardous structures and conditions, and other improvements in suitable living environment for individual low-income families or in lower income neighborhoods.

✓ **Geographic Distribution of Projects**

The focus of CDBG expenditures is in the target area that consists of those census tracts and block groups in which 51% or more of the persons residing in these areas have incomes at or below 80% of the 2000 median family income of the (MSA). A map of eligible, low-income, primarily-residential areas is included as an attachment. With the exception of expenditures directed to housing, public service



agencies, handicapped accessibility, and limited clientele presumed benefit activities, CDBG projects must be located within the CDBG target area. HOME and CDBG funded housing activities are not restricted geographically, but may be utilized to assist any eligible low-moderate income homeowner living within the city limits of Wichita Falls. The City has provided as attachments graphical mapping products to visually demonstrate grant activity by program within the city. Maps of program activity location for handicapped ramp installations, First-Time Homebuyer acquisitions, Habitat new construction, and minor/emergency repair activity are included in the Appendix.

✓ **Describe the nature of and reasons for any changes in program objectives and indications as to how the jurisdiction would change its programs as a result of its experiences. (24 CFR 91.520).**

The City prioritizes its funding allocation distribution according to local priority needs, public input, community goals, and presentations to a subcommittee of City Council by non-profit and City departments during the funding application process. Although programs carried out during PY 2011 followed priorities and strategies identified in the Consolidated Plan, limited and decreasing funding levels and a declining economy have affected the ability to meet increasing community needs. Existing programs appear to serve many needs of the community at the current time.

✓ **Assess the efforts to carry out the planned actions described in its action plan as part of the certification the City is following a current HUD approved Consolidated Plan.**

The City of Wichita Falls pursued known financial resources appropriate to community needs, implemented programs in a fair, unbiased, and impartial manner, and did not hinder the Consolidated Plan implementation by action or willful inaction. Programs identified in the Action Plan were carried out in accord with and followed strategies and objectives laid out by the Consolidated Plan.

✓ **Pursued all resources that the grantee indicated it would pursue in the consolidated plan?**

The City continues to submit and assist in applications for HOPWA pass-through funding, federal stimulus funding, Continuum of Care funding, and for any tax credit or Section 8 funds that became available. The City provides staff representation and advisory support for the Homeward Bound Homeless Coalition as a funded Continuum of Care organization, and worked with developers to increase affordable multi-unit rental housing in target neighborhoods.

✓ **Provide requested certifications of consistency for HUD programs in a fair and impartial manner, for which the grantee indicated that it would support applications by other entities.**

The City provides support letters for developers in appropriate tax credit applications for projects that would provide a benefit to the city. During the program year two letters of support were issued for RealTex Corporation's proposed Meadow Place Apartments to be located at McNiell and South Regent Drive for a 56-unit low income multi-family housing project. The second letter of support was for Wichita Homes, located at Burnett and 7th for a 58-unit multi-family housing project by NRP Group, LLC. Neither received approval.

✓ **Were the grantee funds used exclusively for the three national objectives?**

Funds expended met one or more of the CDBG National Objectives.

✓ **Did any activities specified for the program year involve acquisition, rehabilitation or demolition of occupied real property?**



No. The FTHB Program provides federal assistance in the acquisition of real property, but all acquisitions are made by individual FTHB applicants and the transaction is voluntary. All required URA procedures are followed, and the owner acknowledges and signs applicable URA disclosure forms. Code actions with federal funding only involve unoccupied, hazard-declared structures and do not displace.

✓ **Steps actually taken to minimize the amount of displacements resulting from the CDBG-assisted activities.**

The City's programs are designed to prevent displacements, and no displacements took place. The City did not perform any full rehabilitation, clearance or demolition of any occupied real property. Code enforcement takes no action, except in the case of total fire damage, for one year after the first notice is issued.

✓ **If during the program year there were economic development activities undertaken where jobs were made available to low or moderate income persons but were not taken by them, then the grantee must provide (1) a narrative actions taken by the grantees and the businesses to ensure first consideration was or will be given to low mod persons, and (2) a listing of job title of all the permanent jobs created/retained and those that were made available to low-mod persons.**

During the program year there were no CDBG funded economic development activities undertaken where new positions were created that made jobs available to low or moderate income persons. No CDBG funds were expended for economic development.

✓ **Report progress on the HUD approved neighborhood revitalization strategies areas and federally designated EZS and ECS that received HUD approval for the neighborhood revitalization strategies.**

The City of Wichita Falls does not have HUD approved neighborhood revitalization strategies areas, and does not have any federally designated EZS or ECS that received HUD approval for a neighborhood revitalization strategy.

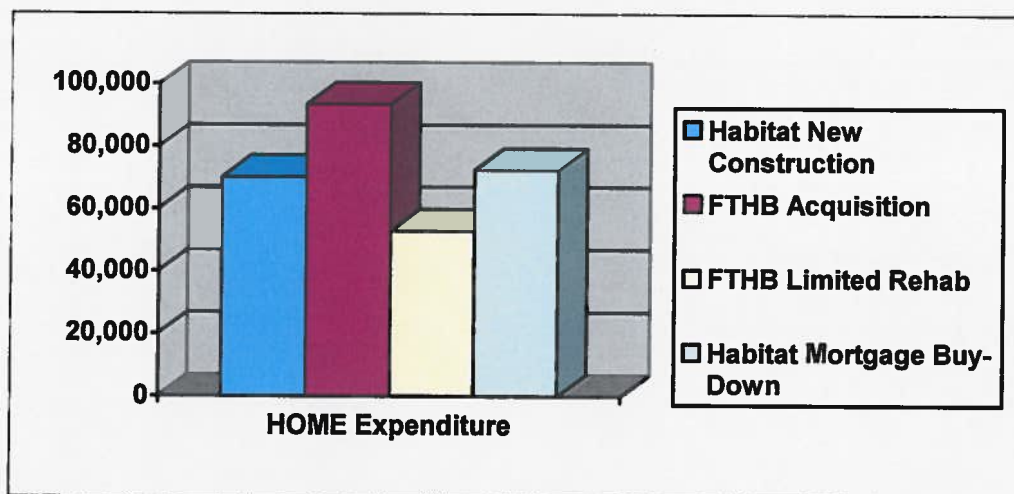
HOME PROGRAM

✓ **An analysis of the extent to which HOME funds were distributed among different categories of housing needs identified in its approved Consolidated Plan.**

The Consolidated Plan's housing-related strategies focused upon acquisition assistance, production of affordable housing, and repairs to owner-occupied homes. A major objective for the HOME program is to provide decent, safe, and sanitary dwellings for low income individuals and families, to increase the availability of such housing for these persons and to enlarge the opportunities for homeownership to those who might not qualify under mortgage loan because they lack cash required for closing. These objectives were carried out through the FTHB acquisition assistance program that also has a limited rehab repair component, support for CHDO new construction, and the provision of a HOME entitlement-funded mortgage buy-down for Habitat buyers to improve affordability.

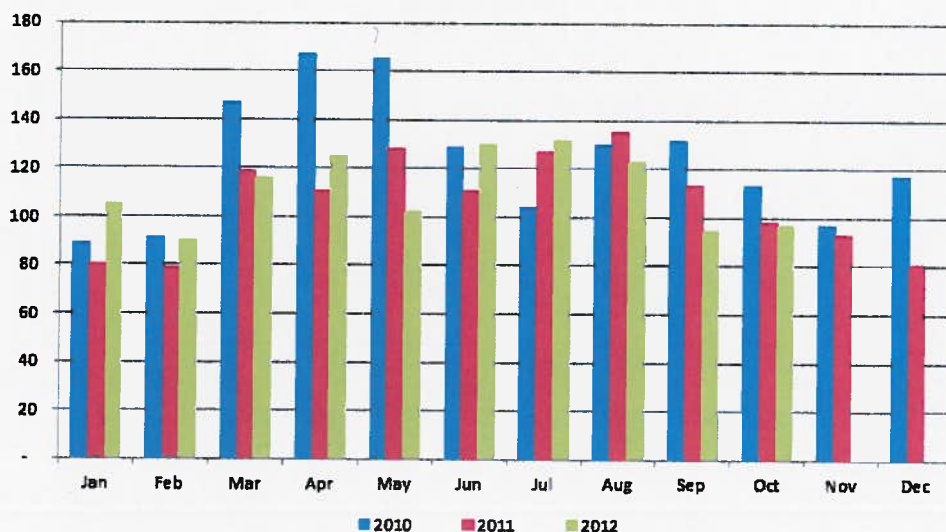
First-Time Homebuyers Program

Income Category	Persons Assisted
Less than 30%	1
31% to 50%	3
51% to 80%	13
Total	17



First-Time Homebuyers Program assisted qualified low to moderate-income first-time buyers with \$5,500 acquisition assistance to purchase single-family dwellings within the city limits of Wichita Falls. Program applicants first seek mortgage financing through one of the thirteen participating local lenders. After the lender pre-screens applicants for the mortgage loan and basic FTHB Program requirements, applicants are referred to the City to undergo the FTHB application process, including eligibility review, income verification, and explanation of program requirements. The FTHB program experienced a reduced demand again this year compared to the program's historical numbers due to the downturn in the local economy and housing market and difficulty in qualifying for a mortgage loan. Months of Inventory, a measurement of how long it would take for current housing supply to be depleted if no other homes came on the market, was the second highest than anytime in the past 20 years*, and corresponding sales of homes numbers were the second lowest of the past 15 years. *[Texas A&M Real Estate Center].

Home Sales



**✓ HOME-Assisted New Construction**

During the reporting year, there were 5 Habitat for Humanity new construction activities completed, with production slightly less than that of last year.

Income Category	Persons Assisted
Less than 30%	0
31% to 50%	3
51% to 80%	2
Total	5

Habitat for Humanity continues to be an active and important qualified CHDO, producing new units of affordable housing for low income families. Habitat continues to make a concerted effort to increase their production for building affordable housing units and is exploring acquisition of new vacant lots in other areas of the city to expand construction opportunities. Issues and time involved with lot acquisition and family placement in existing foreclosed properties hindered new production of the annual goal this year. Each Habitat applicant is required to undergo homebuyer education through a video financial management seminar. Community support for Habitat's activity appears to be increasing year by year. The City will also continue to be open to new potential CHDO relationships in order to insure the full and timely use of future CHDO funds.

HOME Program Accomplishments**✓ Leveraged/Matching Funds**

The City of Wichita Falls continued to leverage non-federal funds with the investment of HOME funds. Private funds from local property owners are frequently used in performing repairs to meet property standards on units going through the HOME-funded FTHB program. Property owners contributed a total of \$20,719 in repairs and other seller contributions to the buyers' costs that were leveraged by the FTHB Program. The First Time Homebuyers Program provided assistance for 17 homebuyers and leveraged a total of \$1,154,037 in mortgage loans from private lenders. The City partnered with Habitat using the a mortgage buy-down to provide affordable mortgages to 5 Habitat families, and volunteers helping with home construction provided 11,239 hours of sweat equity valued at \$10/hour to total \$112,398 in leveraged contribution that supplied match for the HOME program. The mortgage buy-down from HOME funds also leveraged \$215,214 in Habitat private mortgage loans. A local attorney contributes match-eligible pro-bono legal services for the document preparation of each Habitat closing.

✓ Home Program Narrative Assessing Affirmative Marketing Actions and Outreach to Minority & Women Owned Businesses

Although none of the City's HOME funded projects contained five or more units as described in 24 CFR 92.351, thus requiring the City to employ affirmative marketing as outlined by regulation, the City nonetheless incorporated affirmative marketing actions in its promotion of the HOME program to ensure that persons from all racial, ethnic, and gender groups present in the City were afforded equal opportunity in housing activities. All program information handouts contained Equal Housing Opportunity logos. All ethnic/racial reporting included breakdowns of ethnicity and single or multiple-race categories. The City continues to encourage any qualified contractor of any race or gender to consider participation in its programs and undertook this year a review of the recruitment and contractor utilization process, adding 6 new contractors to the pool, including minority representation. A significant number of real estate agents are female and several that we have collaborated with are representing the



Asian, Black and Hispanic population. At least one real estate agency active with City program is wholly minority-owned. The City especially encourages and welcomes participation by minority realtors, because minority population applicant needs are understood and well-served by this representation.

✓ **HOME Rental**

There were no rental housing units assisted with HOME funds.

✓ **Grantees Receiving HOPWA Funds**

The City of Wichita Falls does not receive HOPWA funds directly from HUD.

✓ **Grantees Receiving ESG Funds**

The City of Wichita Falls does not receive ESG funds directly from HUD.

✓ **Public Participation Requirements**

The City followed its Citizen Participation Plan for required actions related to the HOME Program. The City of Wichita Falls contacted the following agencies to gather information, provide comments and develop the CAPER: Christmas in Action, Senior Citizens Services of North Texas, Child Care Inc., Wichita Falls/Wichita County Health Unit, Housing Authority of Wichita Falls, the Section 8 Rental Assistance Program, Early Head Start, City of Wichita Falls Building & Code Enforcement, Engineering Department, Street Department, Interfaith Ministries, Faith Mission, NORTEX Housing Finance Corporation, Wichita Falls Board of Realtors, Homeward Bound Homeless Coalition, and NORTEX Regional Planning Commission. There were also multiple opportunities for comment during public hearings before City Council related to actions on the Consolidated Plan and Action Plan. There were no public comments received concerning the PY 2011 CAPER during the 16-day period it was available for public review. If public comments are received any after submission, they will be forwarded to HUD for inclusion in the federal review of this report.





APPENDIX

Appendix 1

Notice of CAPER Availability / Public Comment Period
Affidavit of Publication

Appendix 2

Table 3-A Summary of Specific Annual Objectives

Appendix 3

IDIS Report CO4PR26 - CDBG Financial Summary for PY 2011

Appendix 4

Map of CDBG Eligible Census Tracts/Block Groups
Census Detail Data on Eligible Census Tracts / Block Groups

Appendix 5

Geographic Distribution Maps of:
 Handicapped Ramp Installations
 Minor Repair Activity
 Emergency Repair Activity
 First-Time Homebuyer Activity

Appendix 6

IDIS HOME Match Liability Report – CO4PR33
HOME Match Balance Sheet – MRB Match / Regular Match
Present Discounted Value of Yield Forgone Calculation (Match Credit)
HUD 40107A – HOME Match Report

Appendix 7

HUD-40107 - HOME Annual Performance Report

Appendix 8

Progress on Goals and Objectives



PY 2011 CAPER

APPENDIX 1

Public Notice
Times Record News
Wednesday, December 12, 2012
Page 3CCL

Legal Notices

Legal Notices

**City of Wichita Falls
Consolidated Annual Performance &
Evaluation Report (CAPER)
Notice of Availability**

The City of Wichita Falls has prepared the Consolidated Annual Performance and Evaluation Report (CAPER) that addresses locally-administered, HUD-funded Community Planning and Development programs for the period October 1, 2011 through September 30, 2012. The report discusses the performance and accomplishments of the Community Development Block Grant, HOME Investment Partnership Program and overall program activity in relation to the priorities and strategies in the 2010-2014 Consolidated Plan for Housing and Community Development. The report will be available for review and comment by the public from December 12-27, 2012. Public comments must be received by 5:00 PM on December 27, 2012 to be included in the report that will be submitted to the U.S. Department of Housing and Urban Development on December 28, 2012. The report may be reviewed, and public comments received, at Neighborhood Resources Division, Room 300, Memorial Auditorium, 1300 Seventh Street, Wichita Falls, Texas. Neighborhood Resources is wheelchair/handicapped accessible from the 6th Street rear parking lot on the east side of Memorial Auditorium and from the 7th Street front main building entrance. For more information, or if you require special accommodations, you may contact Neighborhood Resources Division at 940-761-7448. After December 28, 2012, the report may also be viewed at the HUD Regional Office, Community Planning and Development, 801 Cherry Street, Suite 2500, Fort Worth, Texas.

Affidavit of Publication

THE STATE OF TEXAS
COUNTY OF WICHITA

#286884

**City of Wichita Falls
Consolidated Annual Performance &
Evaluation Report (CAPER)
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On this 13th day of December 2012 A D...
I personally appeared before me, the undersigned authority
Kathy Salan, Sales Assistant for the Times Publishing
Company of Wichita Falls, publishers of the Wichita Falls
Times/Record News, a newspaper published at Wichita Falls in
Wichita County, Texas, and upon being duly sworn by me, on
I state that the attached advertisement is a true and
correct copy of advertising published in 1 day (1) issues hereof
on the following date:

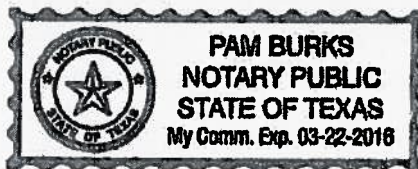
December 12, 2012

Kathy Salan

Assistant for Times Publishing Company of Wichita Falls

Subscribed and sworn to before me this the day and year first above written:

Pam Burks





PY 2011 CAPER

APPENDIX 2

Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
SL-1	SUITABLE LIVING ENVIRONMENT - Availability/Accessibility						
SL-1.1	Concrete Training Crew Program- Construction of Handicapped Ramps leading from street to sidewalks with curb cuts	CDBG	Number of Handicapped Ramps	2010	30	50	167%
				2011	30	73	243%
				2012	30		
				2013	30		
				2014	30		
			MULTI-YEAR GOAL		150		
SL-1	SUITABLE LIVING ENVIRONMENT - Availability/Accessibility						
SL-1.2	Sr. Citizens Services of North Texas - Meals On Wheels Program for elderly & handicapped	CDBG	Number of People Served	2010	550	626	114%
				2011	550	443	80.5%
				2012	550		
				2013	550		
				2014	550		
			MULTI-YEAR GOAL		2,750		
SL-1	SUITABLE LIVING ENVIRONMENT - Availability/Accessibility						
SL-1.3	Child Care, Inc. - Childcare Subsidy Program for low-income working families	CDBG	Number of People Served	2010	100	190	190%
				2011	100	165	165%
				2012	100		
				2013	100		
				2014	100		
			MULTI-YEAR GOAL		500		
SL-1	SUITABLE LIVING ENVIRONMENT - Availability/Accessibility						
SL-1.4	Early Head Start Wakeman Center Driveway & Parking Improvements - Constructed circular driveway for children drop-off at building entrance and added 10 parking spaces	CDBG	Number Public Facilities Improved	2010	3	3	100%
				2011	1	1	100%
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL		TBD		



SL-1	SUITABLE LIVING ENVIRONMENT - Availability / Accessibility						
SL-1.5	Public Works Waterline Replacement Program - Phase I	CDBG	Number of People Served	2010	549	549	100%
				2011	544	544	100%
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL		TBD		
SL-2	SUITABLE LIVING ENVIRONMENT - Affordability						
SL-2.1		CDBG		2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
SL-3	SUITABLE LIVING ENVIRONMENT - Sustainability						
SL-3.1	Building /Code Enforcement - Demolition of Hazardous Structures	CDBG	Number of Housing Units Demolished	2010	35	31	89%
				2011	35	52	148.6%
				2012	35		
				2013	35		
				2014	35		
			MULTI-YEAR GOAL		175		
SL-3	SUITABLE LIVING ENVIRONMENT - Sustainability						
SL-3.2	Building /Code Enforcement Inspections Administration	CDBG	Number of Inspections Performed	2010	200	362	181%
				2011	200	251	125.5%
				2012	200		
				2013	200		
				2014	200		
			MULTI-YEAR GOAL		1,000		



Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
DH-1 DECENT HOUSING - Availability/Accessibility							
DH-2.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
DH-2 DECENT HOUSING - Affordability							
DH-2.1	Christmas in Action Home Repair Program - limited rehab of single family homes of elderly & disabled	CDBG	Number of Housing Units Assisted	2010	20	18	90%
				2011	20	13	65%
				2012	20		
				2013	20		
				2014	20		
			MULTI-YEAR GOAL		100		
DH-2 DECENT HOUSING - Affordability							
DH-2.2	CDBG Minor Repair Program - limited rehab of single family homes of low-mod income homeowners	CDBG	Number of Housing Units Assisted	2010	15	29	193%
				2011	15	21	140%
				2012	15		
				2013	15		
				2014	15		
			MULTI-YEAR GOAL		75		
DH-2 DECENT HOUSING - Affordability							
DH-2.3	Emergency Repair Program - limited rehab of an emergency nature for single family homes of low-mod income homeowners	CDBG	Number of Housing Units Assisted	2010	10	29	290%
				2011	10	29	290%
				2012	10		
				2013	10		
				2014	10		
			MULTI-YEAR GOAL		50		

Optional Table 3A Summary of Specific Annual Objectives

DH-2 DECENT HOUSING - Affordability							
DH-2.4	FTHB Downpayment Assistance Program w/Limited Rehab – downpayment & closing cost assistance with limited rehab as needed for first-time homebuyers	HOME	Number of Housing Units Assisted	2010	15	16	107%
				2011	15	17	113.3%
				2012	15		
				2013	15		
				2014	15		
			MULTI-YEAR GOAL		75		
DH-2 DECENT HOUSING - Affordability							
DH-2.5	Mortgage buy-down for CHDO Affordable Housing Program	HOME	Number of Housing Units Assisted	2010	7	8	114%
				2011	7	5	71.4%
				2012	7		
				2013	7		
				2014	7		
			MULTI-YEAR GOAL		35		
DH-2 DECENT HOUSING - Affordability							
DH-2.6	CHDO Set-Aside – Development costs in building affordable housing units	HOME	Number of Housing Units Assisted	2010	7	8	114%
				2011	7	5	71.4%
				2012	7		
				2013	7		
				2014	7		
			MULTI-YEAR GOAL		35		
DH-3 DECENT HOUSING - Sustainability							
DH-2.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				



Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
EO-1 ECONOMIC OPPORTUNITY - Availability/Accessibility							
EO-3.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
EO-2 ECONOMIC OPPORTUNITY - Affordability							
EO-3.2				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
EO-3 ECONOMIC OPPORTUNITY - Sustainability							
EO-3.3				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				



Optional Table 3A Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Program Year	1-YR Expected Number	1-YR Actual Number	Percent Achieved
CR-1 Community Revitalization							
CR-1.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
O-1 Other							
O-1.1				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				
				2010			
				2011			
				2012			
				2013			
				2014			
			MULTI-YEAR GOAL				



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APPENDIX 3

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
CDBG FINANCIAL SUMMARY FOR PROGRAM YEAR 2011
10-01-2011 TO 09-30-2012
WICHITA FALLS, TX

DATE: 12-20-12
TIME: 10:30
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01	UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,059,694.70
02	ENTITLEMENT GRANT	1,285,144.00
03	SURPLUS URBAN RENEWAL	0.00
04	SECTION 108 GUARANTEED LOAN FUNDS	0.00
05	CURRENT YEAR PROGRAM INCOME	0.00
06	RETURNS	0.00
07	ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08	TOTAL AVAILABLE (SUM, LINES 01-07)	2,344,838.70

PART II: SUMMARY OF CDBG EXPENDITURES

09	DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,482,163.72
10	ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11	AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,482,163.72
12	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	254,919.41
13	DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14	ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15	TOTAL EXPENDITURES (SUM, LINES 11-14)	1,737,083.13
16	UNEXPENDED BALANCE (LINE 08 - LINE 15)	607,755.57

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17	EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18	EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19	DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,463,070.40
20	ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21	TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,463,070.40
22	PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	98.71%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

	FY11	FY12	FY13
23	PROGRAM YEARS (PY) COVERED IN CERTIFICATION		
24	CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,463,070.40	
25	CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,482,163.72	
26	PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	98.71%	

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
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PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27	DISBURSED IN IDIS FOR PUBLIC SERVICES	192,771.60
28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	.00
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	.00
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	192,771.60
32	ENTITLEMENT GRANT	1,285,144.00
33	PRIOR YEAR PROGRAM INCOME	.00
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	.00
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,285,144.00
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	243,048.12
38	PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	11,871.29
39	PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	.00
40	ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	.00
41	TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	254,919.41
42	ENTITLEMENT GRANT	1,285,144.00
43	CURRENT YEAR PROGRAM INCOME	.00
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,285,144.00
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.84%

Financial Summary Attachment

A. Program Income Received 0.00

B. Prior Period Adjustments 0.00

C. Loans And Other Receivables

D. LOCCS Reconciliation

Unexpended Balance of CDBG funds	607,755.67
LOCCS Balance	729,835.75
Cash on Hand:	
Grantee Program Account	
Subrecipients Program Accounts	
Revolving Fund Cash Balances	
Section 108 Cash Balances	
Cash on Hand Total	122,080.08
Grantee CDBG Program Liabilities (include any due from program funds)	122,080.08
Subrecipient CDBG Program Liabilities (include any reimbursements due from program fds)	
Liabilities	0.00

Balance (provide an explanation if unreconciled diff.

E. Unprogrammed Funds Calculation

Amount of funds available during the reporting period	1,277,298.62
Income expected but not yet realized	1,285,144.00
Subtotal	2,562,442.62
Less total budgeted amount	2,439,443.77
Unprogrammed Balance	122,998.85

IDIS#	<u>Project Title</u>	Amount
1323	Demolition	1,239.53
1321	Grant Administration	11,871.29
1332	Job Training	2,508.66
1247	CDBG Waterline	79,360.00
	Parks	18,827.25
	Habitat Vacant Lots	8,273.35
		<hr/>
		122,080.08

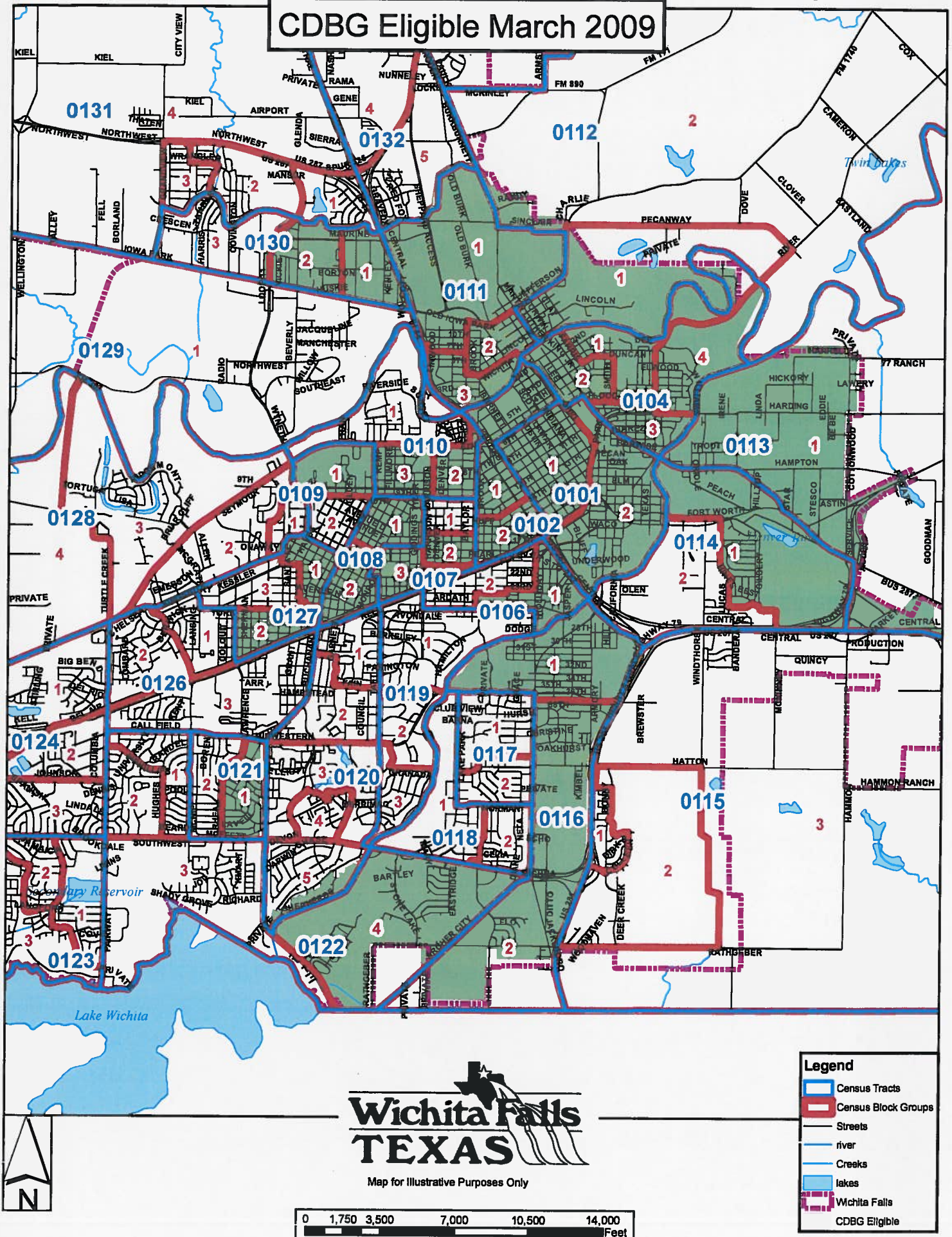


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APPENDIX 4

Based Upon LMI Percentages and Primarily Residential Designation

CDBG Eligible March 2009



Wichita Falls city March 2009																
TRACT (Yellow = CDBG Qualified CT/BG)	BLKGRP	Population 100 %	Housing Units 100 %	Total Low & Mod persons	Persons used for Low & Mod Univ	LOW-MOD Percent	white	black	American Indian or Alaska Native	Asian	Native Hawaiian	Some other race	two or more races	Hispanic or Latino	Female Head of Household	Disabled
0101 1		888	446	532	686	77.6	559	149	0	0	0	127	38	311	110	225
0101 2		715	379	550	750	73.3	268	462	2	0	0	50	4	108	172	310
0102 1		463	245	253	308	82.1	393	10	0	0	0	0	8	67	169	167
0102 2		936	422	597	983	60.7	489	81	0	0	0	361	52	471	154	155
0104 1		540	281	452	578	78.2	41	487	0	0	0	41	9	68	181	201
0104 2		628	274	485	609	79.6	133	297	58	46	0	68	7	129	112	178
0104 3		786	445	519	719	72.2	95	609	6	0	0	67	0	128	194	191
0104 4		549	309	354	544	65.1	44	489	0	0	0	0	14	0	75	188
0106 1		1193	550	593	1143	51.9	897	60	16	15	0	127	28	202	195	221
0106 2		1373	659	494	1423	34.7	1111	0	12	41	0	190	69	457	235	198
0107 1		756	359	392	775	50.6	459	78	10	28	0	155	45	224	85	125
0107 2		848	386	442	820	53.9	612	31	0	12	0	106	59	228	118	200
0107 3		1076	546	674	1074	62.8	836	93	9	0	0	134	13	261	219	197
0108 1		1404	692	877	1424	61.6	969	101	20	24	0	156	154	399	235	345
0108 2		1288	570	746	1231	60.6	888	68	6	13	0	252	41	387	206	284
0109 1		938	534	567	931	60.9	661	186	5	11	0	22	46	91	182	197
0109 2		994	434	254	920	27.6	891	42	0	0	0	50	10	105	123	159
0110 1		832	412	360	860	41.9	586	62	35	0	0	164	13	199	122	215
0110 2		762	413	513	684	75	565	66	20	0	0	102	35	284	178	228
0110 3		1081	535	681	1028	66.2	849	67	0	31	0	84	4	175	161	178
0111 1		658	267	489	709	69	342	64	7	84	0	185	27	339	62	155
0111 2		556	213	349	530	65.8	220	21	0	4	0	285	0	327	100	135
0111 3		497	221	326	523	62.3	232	28	9	0	0	243	11	335	119	116
0112 1		738	395	567	660	85.9	381	287	26	0	0	93	36	221	170	171
0112 2		75	46	62	65	95.4	1063	34	6	0	0	24	0	131	115	18
0113 1		1099	1159	1405	1811	77.6	516	751	0	20	5	9	33	46	297	340
0114 1		1461	571	970	1562	62.1	881	236	55	9	0	282	99	628	139	290
0114 2		1142	552	536	1067	50.2	833	89	8	46	0	86	5	160	123	220
0115 1		873	346	337	853	39.5	740	63	0	36	0	14	0	37	70	112
0115 2		520	205	170	533	31.9	468	0	0	0	0	52	12	97	73	54
0115 3		1138	312	349	688	50.7	868	165	41	0	0	51	8	166	140	146
0116 1		1226	567	863	1201	71.9	980	8	11	0	0	184	18	414	189	267
0116 2		1996	864	1235	2025	61.0	1569	227	0	25	0	75	129	213	455	354
0117 1		1251	606	334	1238	27	1151	6	11	32	0	32	6	32	203	237
0117 2		1033	409	158	1011	15.6	998	19	0	0	0	0	0	0	53	147
0118 1		935	387	217	931	23.3	888	30	13	0	0	0	0	30	131	132
0118 2		931	378	187	964	19.4	826	0	0	9	0	61	68	36	116	90
0119 1		1489	727	410	1474	27.8	1373	41	0	0	0	60	0	114	241	187
0119 2		1488	778	560	1471	38.1	948	193	7	123	24	27	150	97	254	105
0119 3		1172	583	446	1204	37	1067	43	0	32	0	13	49	36	130	129
0120 1		1200	627	301	1259	23.9	1204	0	23	5	0	13	14	57	189	121
0120 2		1445	388	338	845	40	1238	104	10	67	0	16	29	99	124	164
0120 3		1120	665	440	1033	42.6	964	74	12	24	0	79	0	106	300	241
0120 4		1044	612	334	1022	32.7	807	66	0	42	0	34	73	152	273	203
0120 5		1152	436	81	1063	7.6	982	33	0	21	0	12	15	12	102	119
0121 1		1490	687	722	1384	52.2	1073	46	7	0	0	169	89	242	212	216

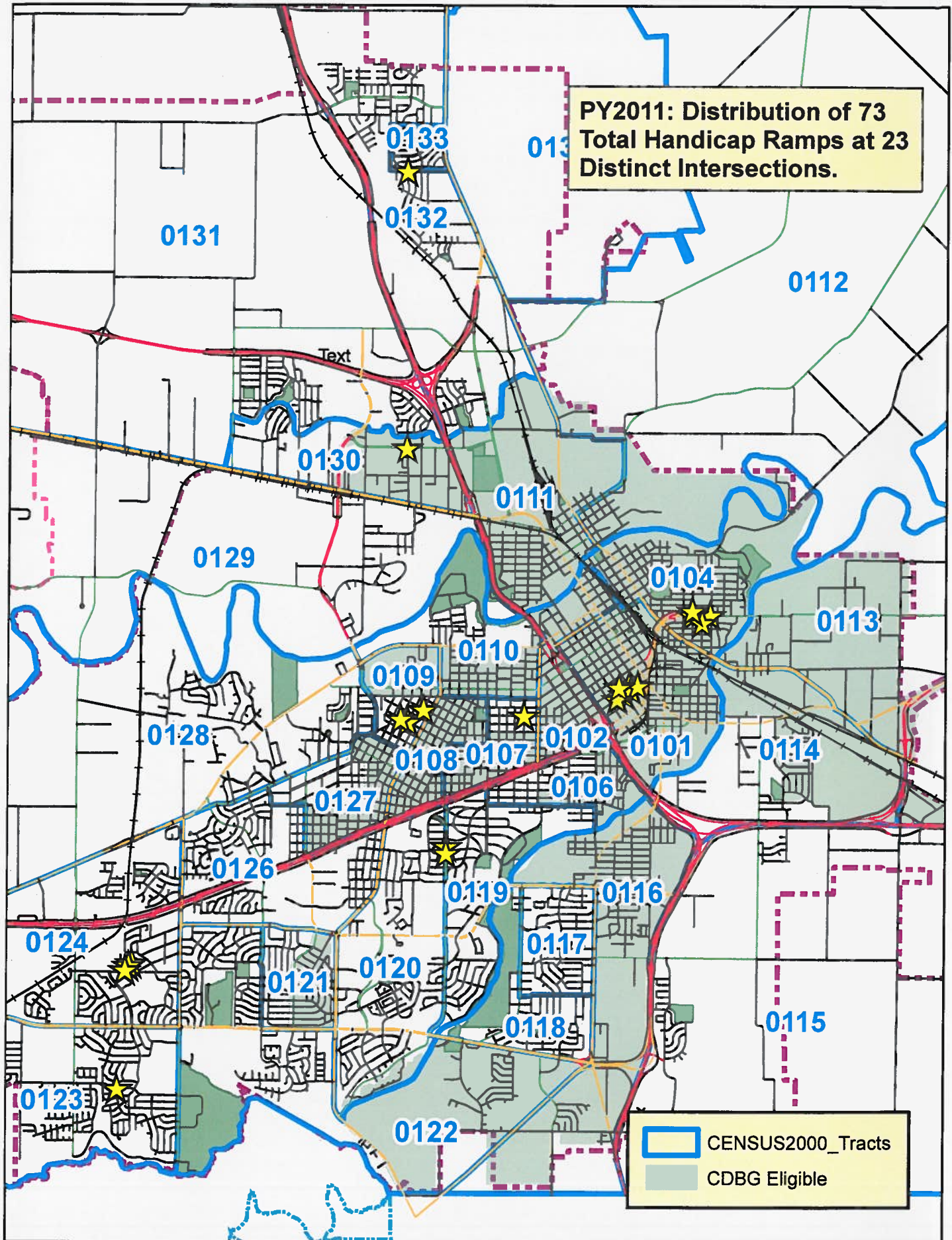
TRACT (Yellow = CDBG Qualified CT/BG)	BLKGRP	Population 100 %	Housing Units 100 %	Total Low & Mod persons	Persons used for Low & Mod Univ	LOW-MOD Percent	white	black	American Indian or Alaska Native	Asian	Native Hawaiian	Some other race	two or more races	Hispanic or Latino	Female Head of Household	Disabled
0121	2	1739	737	594	1845	32.2	1660	25	0	26	0	70	64	82	254	247
0122	1	1453	611	500	1503	33.3	1387	10	0	0	0	93	13	106	173	195
0122	2	1111	442	199	990	20.1	893	17	0	37	0	26	27	33	100	173
0122	3	1393	558	444	1407	31.6	1243	43	0	60	0	34	27	73	127	251
0122	4	1562	712	761	1287	59.1	1245	128	0	44	0	63	133	271	251	229
0123	1	1650	724	646	1638	39.4	1530	41	10	0	0	52	5	150	333	302
0123	2	1211	442	380	1277	29.8	1101	42	23	0	0	97	14	106	88	84
0123	3	2680	1114	564	2634	21.4	2357	91	0	91	0	0	95	127	215	256
0124	1	2561	1121	382	2588	14.8	2556	43	9	103	0	68	63	209	195	392
0124	2	2223	961	694	2145	32.4	1924	97	57	14	0	95	60	130	309	253
0124	3	2053	833	461	2002	23	1806	45	39	38	0	38	71	151	265	290
0126	1	1386	714	527	1397	37.7	1272	8	0	36	0	45	36	106	284	341
0126	2	1466	602	107	1437	7.4	1267	87	0	67	0	45	43	67	204	271
0126	3	1201	538	283	1204	23.5	1139	0	0	0	0	57	8	100	162	156
0127	1	776	397	433	719	60.2	572	23	0	0	0	96	33	109	139	222
0127	2	856	414	428	820	52.2	671	31	0	30	0	67	21	76	161	189
0127	3	938	437	235	970	24.2	804	28	0	10	0	119	9	9	128	143
0128	1	914	518	332	911	36.4	791	16	0	16	0	70	27	146	217	60
0128	2	1422	613	430	1416	30.4	1143	101	36	44	0	78	14	157	191	298
0128	3	1283	478	115	1268	9.1	1105	17	0	87	0	0	59	65	55	335
0128	4	391	141	67	367	18.3	719	0	10	0	0	60	5	64	25	68
0129	1	1302	491	348	927	37.5	2452	0	22	47	0	122	60	264	184	181
0130	1	829	371	595	810	73.5	450	156	0	7	8	124	65	175	156	245
0130	2	1028	436	629	1040	60.5	479	265	4	112	0	157	23	171	140	190
0130	3	1107	440	461	1114	41.4	936	45	67	0	0	16	50	97	132	236
0131	1	996	337	420	999	42	311	595	0	26	0	62	5	134	75	230
0131	2	1160	471	372	1107	33.6	898	46	15	64	0	59	25	127	149	115
0131	3	1123	393	432	1173	36.8	898	48	0	87	0	55	85	100	91	257
0131	4	4540	384	329	823	40.0	3644	1230	21	52	0	33	147	1166	173	156
0132	1	1448	511	326	1524	21.4	1105	217	23	112	0	0	67	67	81	127
0132	2	1560	594	409	1607	25.5	1087	379	12	12	0	70	47	261	128	264
0132	3	1068	492	255	1050	24.3	787	98	0	54	0	9	108	43	131	131
0132	4	1620	773	924	1601	57.7	1058	320	0	33	0	151	39	151	206	211
0132	5	973	417	421	888	47.4	138	718	0	7	0	25	0	25	164	211
0133	1	1858	500	457	1842	24.8	1388	272	18	88	0	55	21	83	61	25
0134	1	7537	885	1579	2815	56.1	5243	1220	56	194	21	414	405	873	128	71
HUD Data						Census Tract Data STF 3 tables P6,P7,P8 and P9										HUD
totals		104197	42494	39060	93761	46.1	82017	12568	867	2398	58	6980	3494	14495	13481	16036



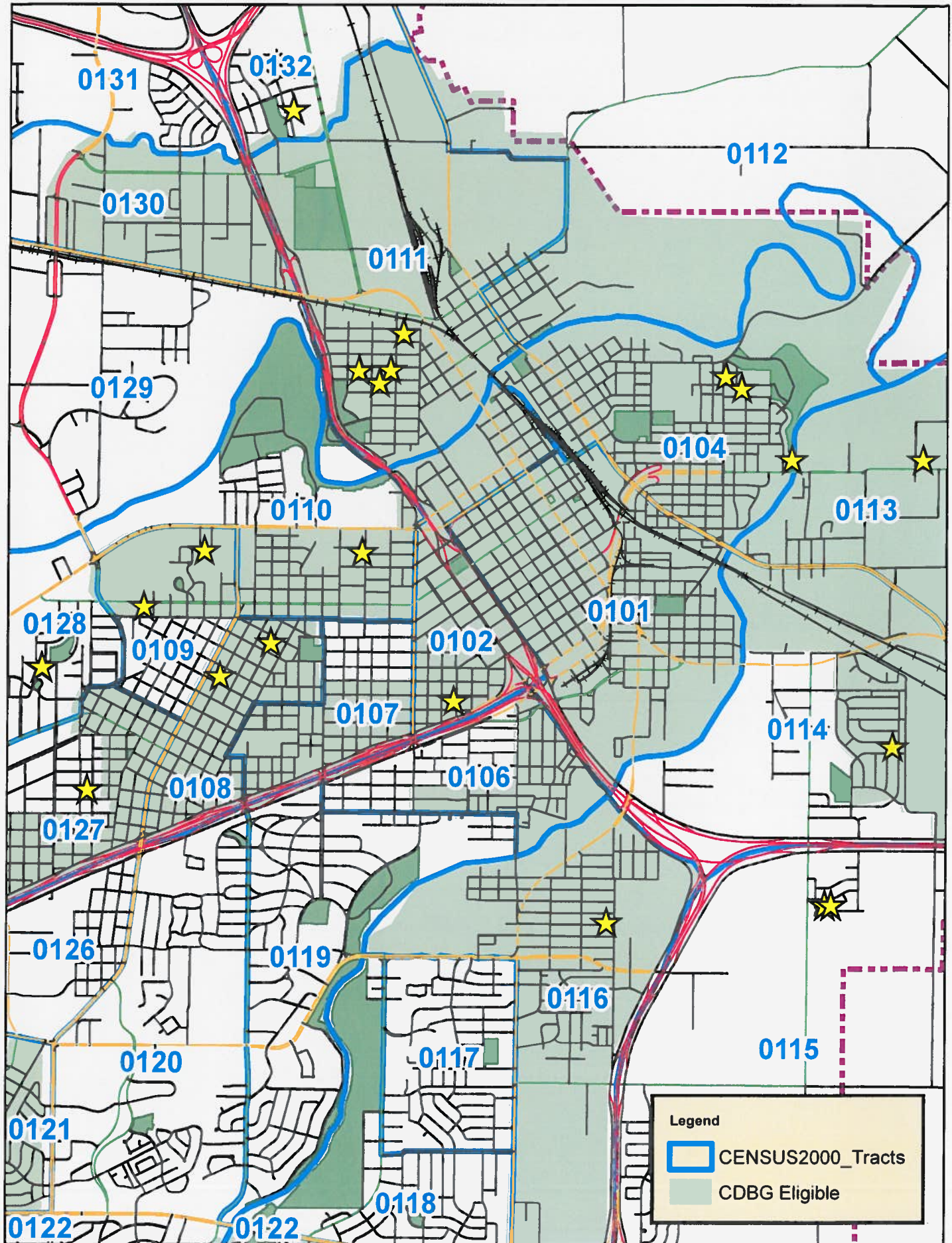
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APPENDIX 5

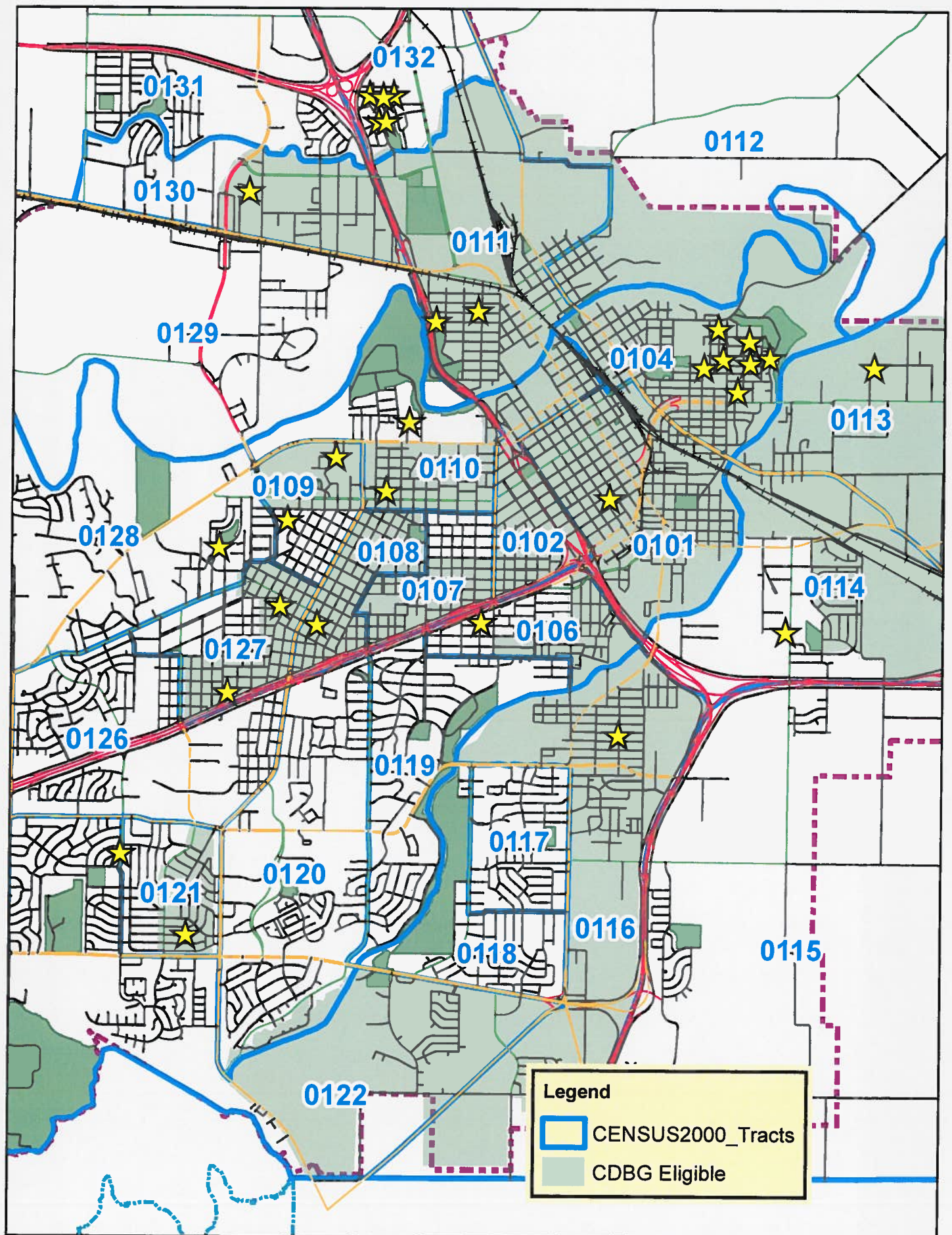
PY 2011 Distribution of 73 Handicapped Ramps



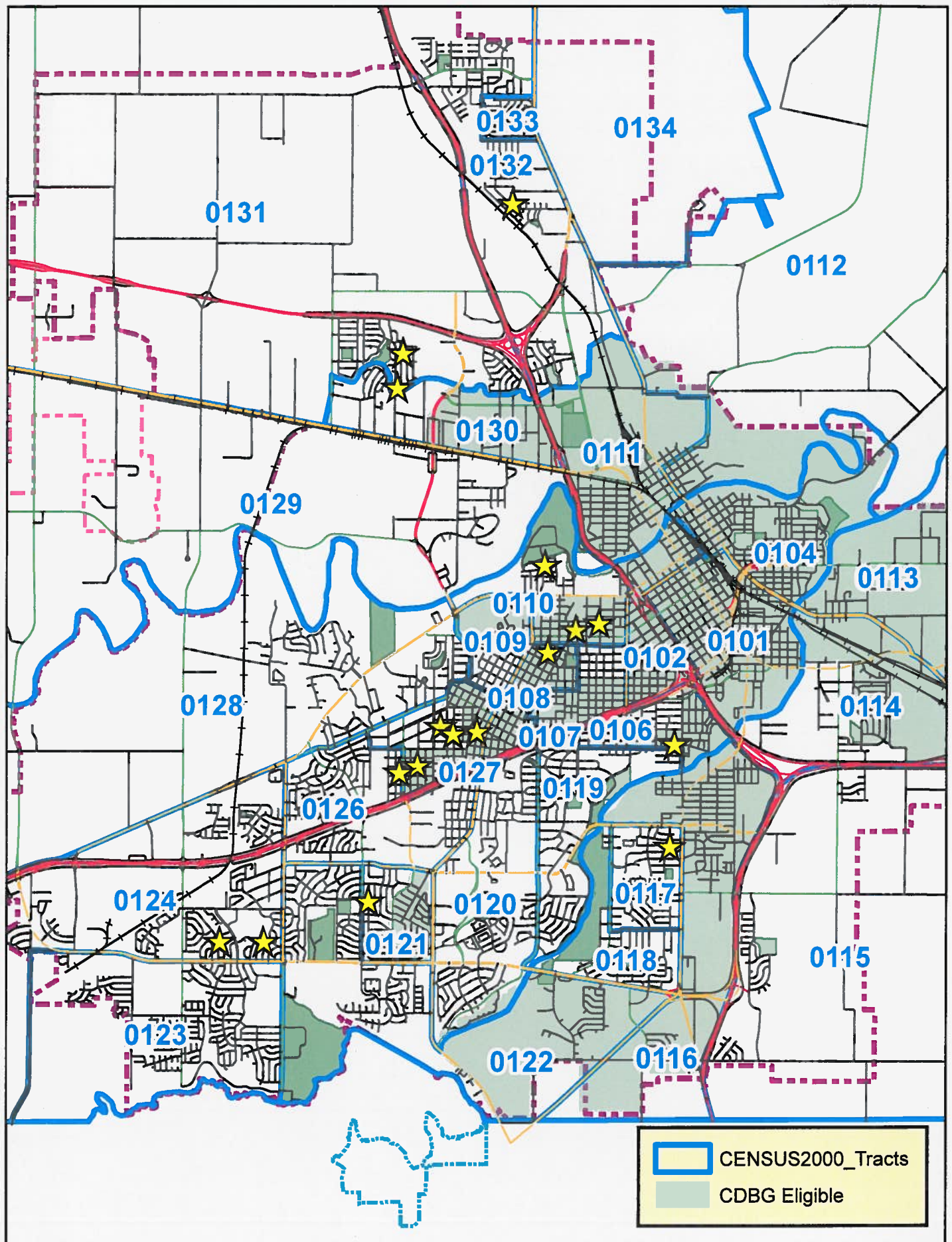
PY 2011 Distribution of 21 Minor Repair Activities



PY 2011 Distribution of 29 Emergency Repair Activities



PY 2011 Distribution of 17 First Time Homebuyer Activities





PY 2011 CAPER

APPENDIX 6

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Home Matching Liability Report

DATE: 12-17-12
TIME: 9:49
PAGE: 1

WICHITA FALLS, TX

Fiscal Year	Match Percent	Total Disbursements	Disbursements Requiring Match	Match Liability Amount
1997	12.5%	\$236,669.00	\$236,669.00	\$29,583.62
1998	12.5%	\$346,287.92	\$346,287.92	\$43,285.99
1999	12.5%	\$482,869.96	\$338,406.02	\$42,300.75
2000	12.5%	\$779,669.02	\$719,594.45	\$89,949.30
2001	12.5%	\$521,626.43	\$436,682.29	\$54,585.28
2002	12.5%	\$550,425.32	\$485,162.25	\$60,645.28
2003	12.5%	\$487,142.27	\$425,042.27	\$53,130.28
2004	25.0%	\$595,189.38	\$595,189.38	\$148,797.34
2005	25.0%	\$883,676.54	\$768,459.54	\$192,114.88
2006	25.0%	\$381,142.31	\$325,904.31	\$81,476.07
2007	25.0%	\$135,600.48	\$116,585.86	\$29,146.46
2008	25.0%	\$640,774.43	\$563,425.14	\$140,856.28
2009	25.0%	\$753,376.29	\$706,538.31	\$176,634.57
2010	25.0%	\$637,321.37	\$600,718.80	\$150,179.70
2011	25.0%	\$268,356.28	\$223,166.13	\$55,791.53
2012	12.5%	\$324,322.60	\$305,422.81	\$38,177.85



Home Program MATCH BALANCE SHEET

Breakdown by Match Type Fiscal Year 11-12 (10/1/11 to 9/30/12)

Addendum to HUD-40107-A

	REGULAR MATCH	MRB MATCH	TOTAL MATCH BALANCE
Begin FY 10/11 (10/1/10 to 9-30-11)	+ 1,672,874.70	+ 658,504.01	2,331,378.71
Match Credit **	+ 288,406.64	+ 26,855.75	+ 315,259.39
Match Liability (75% REG/25% MRB)	-41,843.65	-13,947.88	-55,791.53
Balance Carryover to FY 11/12	+ 1,919,437.39	+ 671,411.88	2,590,846.57
Begin FY 11-12 (10/1/11 to 9-30-12)	+ 1,919,437.39	+ 671,411.88	2,590,846.57
Match Credit *	+ 189,634.32	+ 0	+ 189,634.32
Match Liability (75% REG/25% MRB)	-28,633.39	-9,544.46	-38,177.85
Balance Carryover to FY 12/13	+ 2,080,438.32	+ 661,867.42	2,742,303.04

* Federal regulations require that no more than 25% of a given year's total match liability credit can come from Mortgage Revenue Bonds. For FY 2012 (10/1/11-9/30/12), this means that of the total match liability of \$38,177.85, a total match credit amount of \$9,544.26 comes from Mortgage Revenue Bonds, and a match credit amount of \$28,633.39 comes from regular match.

MATCH LIABILITY By Match Type

Fiscal Year	Disbursement Amount Requiring Match	Match Liability Percentage	Total Match Liability	25% of Total Match Liability
2003 (02-03)	425,042.27	12.5%	53,130.28	13,282.57
2004 (03-04)	595,189.38	25%	148,797.34	37,199.34
2005 (04-05)	768,459.54	25%	192,114.88	48,028.72
2006 (05-06)	325,904.31	25%	81,476.07	20,369.02
2007 (06-07)	116,585.86	25%	29,146.46	7,286.62
2008 (07-08)	563,425.14	25%	140,856.28	35,214.07
2009 (08-09)	706,538.31	25%	176,634.57	44,158.64
2010 (09-10)	600,718.80	25%	150,179.70	37,544.93
2011 (10-11)	223,166.13	25%	55,791.53	13,947.88
2012 (11-12)	305,422.81	12.5%	38,177.85	9,544.26



FY 2012 Match Calculation – Habitat for Humanity – Yield Forgone under 24 CFR 94.220 (a) (iii) (b) (1)
***[Present Discounted Value of Yield Forgone Based Upon 10-Year Fixed U.S. Treasury Note Weekly Rate + 200 Basis Points]**

HUD IDIS#	Address	Buyer	Date of Closing	Loan Amount	Mthly Princpl Pmt	Term (Yrs+ Mos)	Total Months in Term	*10-Year Weekly T-Note Date	*T- Note Rate	Adjusted Rate (+200 Basis Pts)	Monthly Market Payment	*Monthly Yield Forgone ¹	Total Discounted Yield Forgone ²	HUD FY	Cumulative FY Total Discounted Yield Forgone
1339	26 Grant Gill	Beamon	1/5/12	\$42,932	144	25	300	12/30/11	1.94	3.94	\$225.19	\$81.19	\$15,615.90	2012	\$15,615.90
1342	21 Grant Gill	Rivers	3/5/12	\$43,094	145	25	300	3/2/12	1.97	3.97	\$226.75	\$81.75	\$15,536.46	2012	\$31,152.36
1349	22 Grant Gill	Williams	6/19/12	\$43,194	142	25	300	6/15/12	1.62	3.62	\$219.03	\$77.03	\$15,190.83	2012	\$46,343.19
1350	20 Grant Gill	Lawrence	6/20/12	\$42,958	144	25	300	6/15/12	1.62	3.62	\$217.83	\$73.83	\$14,559.77	2012	\$60,902.96
1354	30 Grant Gill	Agee	7/18/12	\$43,035	144	25	300	7/13/12	1.52	3.52	\$215.91	\$71.91	\$14,333.36	2012	\$75,236.32
															FY12 Total \$75,236.32

***FEDERAL RESERVE T-NOTE DATA SOURCE:** <http://www.federalreserve.gov/releases/h15/data.htm>

- 1: Monthly Yield Forgone = Monthly Market Payment – Monthly Principal Payment
- 2: Total Discounted Yield Forgone = (Financial Calculator):
 - Amount of Monthly Yield Forgone > [PMT key]
 - Total Months in Term > [N key]
 - Monthly Interest Rate (Adjusted Interest Rate divided by 12) > [%I key]
 - Calculate Total Discounted Yield Forgone > [CPT > PMT]

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development**

OMB Approval No. 2506-0171
(exp. 8/31/2009)

1. Excess match from prior Federal fiscal year	\$	2,590,846.57	
2. Match contributed during current Federal fiscal year (see Part III.9.)	\$	189,634.32	
3. Total match available for current Federal fiscal year (line 1 + line 2)			\$ 2,780,480.89
4. Match liability for current Federal fiscal year (\$28,633.39 Regular / \$9,544.46 MRB)			\$ 38,177.85
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)			\$ 2,742,303.04

[illegible]



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APPENDIX 7

Annual Performance Report HOME Program

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0171
(exp. 05/31/2007)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/MI) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410	Starting 10/1/2011	Ending 09/30/2012	12/27/2012

Part I Participant Identification

1. Participant Number MC480214	2. Participant Name City of Wichita Falls		
3. Name of Person completing this report Michael Urniak		4. Phone Number (Include Area Code) 940-761-7448	
5. Address P.O. Box 1431	6. City Wichita Falls	7. State TX	8. Zip Code 76307

Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period 0.00	2. Amount received during Reporting Period 0.00	3. Total amount expended during Reporting Period 0.00	4. Amount expended for Tenant-Based Rental Assistance 0.00	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 0.00
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Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
A. Contracts					
1. Number	15	0	0	1	1
2. Dollar Amount	52,938			3,075	2,640
B. Sub-Contracts					
1. Number	0				
2. Dollar Amount	0.00				
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number	15	2	13		
2. Dollar Amount	52,938	14,395	38,543		
D. Sub-Contracts					
1. Number	0				
2. Dollar Amounts	0.00				

Part IV Minority Owners of Rental Property

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number	0					
2. Dollar Amount	0.00					

Part V Relocation and Real Property Acquisition

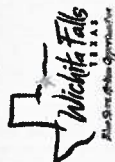
Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

	a. Number	b. Cost				
1. Parcels Acquired	0	0.00				
2. Businesses Displaced	0	0.00				
3. Nonprofit Organizations Displaced	0	0.00				
4. Households Temporarily Relocated, not Displaced	0	0.00				
Households Displaced	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
5. Households Displaced - Number	0					
6. Households Displaced - Cost	0.00					



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APPENDIX 8



City of Wichita Falls

PY 2011 CAPER

Summary of Progress Toward Goals and Accomplishments

Five Year Goal	One Year Objective	PY 2010 Accomplishments	Progress Summary
Provide Decent Housing			
Assist 175 LMI homeowners with Minor Home Repairs (CIA 100 / MR 75)	Assist 35 homeowners per year	63 homeowners received repair assistance	Exceeded 1 yr goal by 180%
Assist 50 LMI homeowners with Emergency Repairs	Assist 10 homeowners per year	29 homeowners received emergency repair assistance	Exceeded 1 yr goal by 300%
Provide Downpayment & Closing Cost Assistance with needed Limited Rehab to 75 first-time buyers	Assist 15 homebuyers per year	17 homebuyers received assistance with purchasing a home, 13 of which also received Limited Rehab	Exceeded 1 yr goal by 113%
Provide a Mortgage Buy-down to 35 homebuyers newly constructed Habitat homes	Assist 7 homebuyers per year	5 homebuyers received mortgage buy-down assistance	Achieved 71.4% of 1 yr goal
Provide development subsidy to a CHDO to assist with the construction of 7 new homes for LMI buyers	Assist the development of 7 new homes per year	CHDO received development subsidy in the construction of 5 new homes	Achieved 71.4% of 1 yr goal
Provide Suitable Living Environment			
Provide child care subsidies to an organization that will help 500 children of working, low-income families receive child care	Assist 100 children per year with child care subsidies	165 children received subsidized child care	Exceeded 1 year goal by 165%
Provide assistance to an organization that will provide home-delivered meals to 2,750 non-duplicated elderly/handicapped persons	Assist 550 elderly/handicapped persons receive a home-delivered meal each day	443 unduplicated persons received home-delivered meals	Achieved 88.6% of 1 yr goal
Construct 150 handicapped ramps from street to sidewalk in local neighborhoods	Construct 30 handicapped ramps	73 handicapped ramps were constructed	Exceeded 1 yr goal by 243%
Conduct 1,000 Inspections of Code Enforcement violations in CDBG-eligible areas	Conduct 200 Inspections of Code Enforcement violations in CDBG-eligible areas	Performed 251 inspections of Code Enforcement violations	Exceeded 1 yr goal by 125%
Demolish 175 inhabitable and hazardous structures on a spot basis	Demolish 35 inhabitable and hazardous structures	Demolished 52 inhabitable/hazardous structures	Exceeded 1 yr goal by 148.6%
Replace failing waterlines in low income neighborhoods. Number assisted TBD.	Replace failing waterlines in low-income neighborhoods.	Replaced approximately 4,505 feet of failing waterline on Williams and Elwood Streets in a low income neighborhood benefiting approximately 549 people	Met 1 yr goal
Provide improvements to Public Facilities serving LMI persons. Number assisted TBD.	Improve Public Facility buildings that serve the LMI population with needed services	Constructed circular driveway and additional parking spaces for the Wakeman Early Head Start Center on Windthorst Road that greatly improved safety and egress and benefited 40 unduplicated children	Met 1 yr goal